

Job Opening

Job Posting: 11/01/2017

Application Deadline: 11/15/2017

JOB TITLE: Human Resources Manager

LOCATION: NYC

DEPARTMENT: Human Resources

BASIC FUNCTION:

Benefits Administrator; Recruiter of mid-level staff; New employee orientations; Designated Coordinator for Reasonable Accommodations (DRA) and Americans with Disabilities (ADA).

WORK PERFORMED:

Health Benefits Administration

- Performs health benefits (HBA) function providing assistance to employees for coverage, overview, enrollment/changes and resolve issues.
- Administers Dental, Vision and Retirement Plans; partners with insurance brokers to perform regular assessments of benefit/program effectiveness and cost analysis.
- Coordinates annual open enrollments for benefit programs and Pretax Health Premium plan.
- Administers Flexible Benefit Plan & other pre-tax offerings e.g. FSA's, AFLAC product plans, Transitchek.
- Performs intake for Worker's Compensation claims and processes working with carrier; prepares OSHA/reports of work-related accidents and posts required statistics.
- Prepares semiannual insurance audit report and reconciles information with Payroll.
- Coordinate and administer other benefit programs: prepaid legal, long term care, deferred compensation, life insurance etc.
- Performs Agency DRA and ADA Coordinator functions which includes action plan with VP of HR, consultations with supervisors and issuing notices to employees on their requests, in accordance with State Guidelines.

Recruitment

- Recruits, screens and interviews candidates for exempt positions.
- Conducts new employee orientations.
- Prepares OSHA Reports.

Other Responsibilities

- Conducts Exit interviews.
- Co-coordinates wellness events.
- Special projects and events as requested by HR VP or AVP.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in relevant area. Additional years of directly relevant HR experience along with an Associate's degree may be substituted.

Relevant Experience required: 3+ years' of benefits administration and exempt level recruitment.

Knowledge required: Up-to-date knowledge of HR regulations and related legislations essential;

General knowledge of government/public administration preferred;

HR Certification a plus;

Excellent verbal and written communication skills and presentation skills;

Knowledge of Windows environment, and Microsoft Office programs;

Superior multi-tasking, prioritizing, follow-up and organization abilities.

APPROXIMATE HIRING SALARY: Up to \$75,000

INQUIRE

Eileen Mason, VP, Human Resources

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.