



Benefits Specialist, Human Resources/Oakdale

The Suffolk County Water Authority is seeking a Benefits Specialist in our Human Resources Department located in Oakdale, NY. Reporting to the Chief Human Resources Officer, this person acts as the department's point of contact for all employees, retirees, and outside vendors regarding the company health and welfare programs.

The successful candidate will:

- Ensure the processing, reporting and communicating of various plan changes, claims, enrollments, and plan terminations to employees and retirees.
- Conducts new hire orientation, open enrollment meetings, and employee and retiree conferences related to benefit plans.
- Reconciles insurance invoices and manages complex claims issues with carriers.
- Coordinates new benefit set-up, plan cost deductions and compliance rules in HRIS system (SAP); interacts with IT and Finance to facilitate the changes.
- Responds to requests and processes changes related to the pension and deferred compensation plans.

Qualifications:

- Minimum of 3-5 years of progressive experience in employee benefit plan administration.
- Bachelors Degree in Human Resources or Business Management (with Human Resource concentration).
- Considerable knowledge of principles and practices of Human Resources and employment and benefit laws (HIPPA, ACA, etc).
- Ability to work in teams, be self-motivated and maintain a high degree of confidentiality.
- Strong communication, interpersonal, and organizational skills.
- Proficient in MS Office suite, HRIS systems; SAP knowledge a plus.
- PHR preferred

Interested candidates should submit their application/resume with salary requirements via the SCWA website (www.scwa.com) and click "Career Opportunities". Annual salary for this position is \$50,000 - \$55,000, commensurate with education and experience. Applications will be accepted until December 6, 2017.

* The Authority may accept an equivalent combination of education and experience to meet the requirements*

(The Authority shall not employ relatives of employees as defined to mean an employee's spouse, child, stepchild, stepparent or direct descendant of grandparents of the employee as defined in the New York State General Municipal Law 810.)