



Position Summary

The **Benefits and Leaves Manager** oversees all Employee Benefits Programs for SBUH and LISVH. They will ensure all applicable laws, regulations, contracts and policies are applied correctly and consistently. They will also be overseeing all Leave Programs for SBUH, ensuring that all laws, regulations, contracts and policies are applied correctly and consistently, as well as managing the staff of the Benefits and Leaves units.

Duties of The Benefits and Leaves Manager may include the following but are not limited to:

- Ensure all benefit and leave programs are administered accurately and consistently and in accordance with all applicable laws, regulations, contracts and policies.
- Supervise all Benefits and Leave staff, ensuring continued training and guidance to ensure up to date knowledge on programs, policies and laws. Provides support and direction to staff on complex benefit and leave issues that arise; Ensures a high level of customer service and prompt response time to all employees.
- Ensure all benefit changes, applications, leaves of absence requests, related transactions, etc are processed in a timely manner.
- Coordinates and ensures the timely reporting of any needed benefits or leave information to SUNY, Timekeeping, Payroll and others upon request.
- Evaluates all processes and work flows on an ongoing basis and implements appropriate and effective process improvements to optimize efficiency, turnaround time for resolving employees' issues and/or questions and accuracy of work processes. Optimizes available technology and minimizes manual and/or paper processes.
- Develops communication materials on benefit programs, open enrollment periods, leave policies and other important topics related to leaves and benefits. Ensures all communication pieces are organized in a clear, concise and understandable format and are free from grammatical errors.
- Ensures timely communication of any changes in programs or processes. Ensures all training content and communication materials are current and accurate.
- Provides information to prospective retirees and assists them through the retirement process by ensuring a potential retiree has met the NYSHIP requirements to continue health insurance into retirement and advising on other benefits, if applicable.
- Calculates M/C Group Life Insurance application premiums.
- Assists family members of deceased employees by issuing notification to retirement and health insurance plans; provides direction to family member on life insurance policy, if applicable.
- Determines Optional Retirement Plan (ORP) eligibility through review of on line enrollment in Plan Focus program. Advise Payroll and West Campus benefits of eligibility; contact ORP investment providers or NYS ERS if necessary.
- Provide employment and separation dates to the Optional Retirement Program Providers and the Voluntary Savings Program Providers
- Process Long Term Disability Application Employer Statement for unclassified employees upon receipt. Assist employees with related inquiries.
- Provide administrative support to the Benefits unit staff during periods of high volume enrollments, projects and plan changes.
- Provide administrative support to the Leaves unit staff during periods of increased leave request volume.
- Order health insurance supplies and other benefits publications needed.
- Participates in various conference calls hosted by SUNY and others.

Qualifications

Required Qualifications:

- Bachelor's Degree in Human Resources, Business Management or related field
- 7 plus years of experience in Benefits Management, at least 2 of which has been in a leadership role. 2 plus years of experience in Leave of Absence Administration.
- Strong working knowledge of FMLA and NYS Paid Family Leave laws. Strong working knowledge of all Benefits related laws. Must be proficient in the Microsoft Office suite.
- Must possess exceptional organizational skills, time management skills and project management skills. Must possess exceptional communication skills both oral and written.

Preferred Qualifications:

- Prior experience administering NY State insurance and retirement plans (NYSHIP, NYS ERS, etc)
- SHRM Certifications (PHR, CP).

TO APPLY, PLEASE VISIT:

https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=2002370&tz=GMT-04%3A00&tzname=America%2FNew_York

Special Notes: Resume/CV and cover letter should be included with the online application.

Posting Overview: This position will remain posted until filled or for a maximum of 90 days. An initial review of all applicants will occur two weeks from the posting date. Candidates are advised on the application that for full consideration, applications must be received before the initial review date (which is within two weeks of the posting date).

If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date. Please note, that if no candidate were identified and hired within 90 days from initial posting, the posting would close for review, and possibly reposted at a later date.

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- Stony Brook Medicine is a smoke free environment. Smoking is strictly prohibited anywhere on campus, including parking lots and outdoor areas on the premises.
 - All Hospital positions maybe subject to changes in pass days and shifts as necessary.
 - This position may require the wearing of respiratory protection, which may prohibit the wearing of facial hair.
 - This function/position maybe designated as "essential." This means that when the Hospital is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at Stony Brook Medicine, Stony Brook University Hospital and related facilities.

Prior to start date, the selected candidate must meet the following requirements:

- Successfully complete pre-employment physical examination and obtain medical clearance from Stony Brook Medicine's Employee Health Services*
- Complete electronic reference check with a minimum of three (3) professional references.
- Successfully complete a 5 panel drug screen*
- Successfully complete a Background Check investigation.
- Provide a copy of any required New York State license(s)/certificate(s).

Failure to comply with any of the above requirements could result in a delayed start date and/or revocation of the employment offer.

****The hiring department will be responsible for any fee incurred for examination.***

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the University Office of Equity and Access at (631)632-6280.

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).

Visit our [WHY WORK HERE](#) page to learn about the **total rewards** we offer.