



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 075 - P	<b>ISSUE DATE:</b> May 16, 2023	<b>CLOSING DATE:</b> July 17, 2023
<b>TITLE:</b> <i>Tentative Title</i>	<b>OPEN TO:</b> General Public	
<b>FUNCTIONAL TITLE:</b> Manager of Health Benefits Policy	<b>RANGE:</b> X98	<b>WORKWEEK:</b> NL (35 hours)
<b>DIVISION:</b> Pensions & Benefits	<b>SALARY:</b> \$120,977.71	
<b>UNIT:</b> Health Benefits Policy and Planning	<b>LOCATION:</b> 50 W State Street, Trenton, NJ	

### JOB DESCRIPTION

The Division of Pensions and Benefits administers one of the largest public employee benefits programs in the nation, consisting of ten separate retirement systems serving more than 400,000 active members and 300,000 retirees, two health benefits programs covering more than 900,000 employees, retirees, and their family members, three supplemental retirement savings programs, and several other employee benefit programs.

Under the direction of the Assistant Director of Pensions and Benefits, Health Benefits Bureau, manages the Health Benefits Policy staff, day-to-day department workload and monitoring of performance and management reports; manages the administration of the State Health Benefits Commission, School Employees' Health Benefits Commission, State Health Benefits Plan Design Committee and School Employees Health Benefits Plan Design Committee by directing assistance in background analysis for appeals, updates on program status, support during rate renewal actions, analysis for program status and benefit design; oversees the development and authorizes the release of annual rate recommendation reports which establish the premium rates that participating employees, employers and retirees pay for health coverage; makes presentations to various groups and committees as requested regarding the State Health Benefits Program (SHBP) and School Employees Health Benefits Program (SEHBP); directs the consultants/auditors in the auditing of the eligibility of plan members; recommends solutions to problems identified in current SHBP/SEHBP plans; oversees finance, procurement, contract administration and information systems; analyzes health benefits policy options and develops strategic planning initiatives; proactively recommends formulation and revisions of policy, regulations, methodologies, procedures, and identifies strategies to achieve organizational goals; and evaluates personnel and makes recommendations for personnel training and development. Performs other related duties as required.

The desired candidate will have a working knowledge of and experience with State contracting, regulations, policies, codes, and rules, the ability to work both independently and as a member of a team, strong attention to detail and strong analytical skills; possess excellent written and verbal communication skills and interpersonal skills and is proficient with MS Office Word, Excel and PowerPoint.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Five (5) years of experience in health benefits administration, three (3) years of which shall have involved responsibility for finance, procurement, contract administration, information systems, policy analysis, and/or strategic planning, (1) year of which shall have been in a supervisory capacity.

**Note:** A Master's Degree in Business Administration, Public Administration, Healthcare Administration, Finance, Accounting, Computer Science/Information Technology, or a related field may be substituted for one year of the general experience in health benefits administration.



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### IMPORTANT NOTES

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

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**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on **July 17, 2023**:

- Cover letter/Letter of interest
- Resume
- Proof of degree

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the **"2023-075-P Manager of Health Benefits Policy"** in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

#### THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*