

***To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.***

**Job Title:** Human Resources Benefits Analyst

**NJ CSC Job Spec Code & Title:** 81271 - Professional Services Specialist 1, Administrative Services

**Job Category:** Classified, Non-Competitive, Exempt, NL Workweek

**Union Description:** Communications Workers of America (CWA) aligned, Confidential

**Class Code:** 27

**Post Date:** September 17, 2024

**Close Date:** October 4, 2024

**Internal Salary Range:** P27/\$81,688.72 - \$116,313.20

**External Salary Range:** P27/\$81,688.72 - \$93,230.21 (Steps 1-4).

*The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below.*

*The external salary range is used for candidates who are not NJ state employees who meet the requirements below.*

### **Position Summary:**

The Office of Human Resources is dedicated to the recruitment, retention, and development of a highly qualified, committed, and diverse workforce, encouraging and supporting the faculty and staff in their vital role of meeting the College's mission and goals and our commitment to our students. Human Resources is committed to best practices, emerging technologies, and operating from a focused customer centric orientation to meet these goals. We ensure effective, efficient, productive and timely processes and services and are committed to provide benefits that support the home and professional lives of our faculty and staff, offer opportunities for personal development and advancement, and ensure fairness and consistency in the application of policies and procedures.

Under the general direction of the Director of Benefits and Wellness, the Benefits Analyst will provide professional level analysis and administration in all health, welfare, retirement and ancillary benefit areas of retirement plans, work/life balance and ancillary benefit programs. The selected candidate will be responsible for independently performing professional work of considerable difficulty using established policies, procedures, precedents, and guidelines. The selected candidate will also take the lead for lower-level staff and Independently coordinate training and communication of human resources programs, support departmental projects and initiatives, and will serve as a resource for the college community with regard to human resources programs, initiatives and benefits plans and programs.

### **Main Responsibilities:**

- Prepares clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Assists with the preparation/submission of the state Quarterly Report of Contribution (ROC).
- Analyzes business processes, procedures, reports, and systems and makes recommendations for enhancements.

- Daily reviews the states Employer Pension and Benefits Information Connection (EPIC) for purchase requests, payroll certifications, retirement certifications, death claims, withdrawals, transfers, etc.
- Certifies and/or makes changes in EPIC/Oracle for Mandatory and Voluntary Retirement plans.
- Reconciles bi-weekly and monthly Mandatory/175 State Excess Plan/Voluntary retirement contribution amounts in the Payroll Activity Report (PAR).
- Audits system (TCNJ Grand Report) to ensure timely enrollment to Pension and Life Insurance Programs.
- Collaborates with the HR Benefits Specialist by validating and reconciling benefits data, including enrollment, deductions and invoices.
- Collaborates with the payroll department to ensure timely and accurate reporting to the state of NJ pension plans.
- Establishes and maintains strong working relationships across all HR functions, vendors and carriers to ensure collaboration in meeting benefits deliverables.
- Collaborates cross functionally in the following areas: recruitment, HRIS and operations.
- Assists with the data entry of all leaves of absence and returns from leaves of absence.
- Certifies employee retirement in EPIC (State System); prepares all backup paperwork for retirees/separation (i.e. leave workups, SCOR, Medicare Forms, etc.)
- May administer benefits plans including health care (medical, dental, vision), welfare (life & disability), and leave of absence plans, and coordinates COBRA and wellness related matters.
- Reviews and evaluates HR business processes and designs process improvements and process enhancements.
- Prepares and develops options/alternatives to current internal practices, the outcomes of which includes improved efficiency and effectiveness, increased customer response time, and enhanced client engagement.
- Develops benefits related training sessions and conducts benefits orientation for new employees.
- Assists with open enrollment.
- Takes the lead over lower level staff in the benefits unit. This includes training new staff, providing guidance on a daily basis and supervising the unit in the absence of the Director of Benefits and Wellness.
- Other duties as assigned.

#### **Required Qualifications:**

- Bachelor's Degree in Human Resources, Business Administration or a related field.
- A Master's degree may be substituted for one (1) year of the required experience. A Ph.D or an Ed.D. degree may be substituted for two (2) years of the required experience

*Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.*

#### **Preferred Qualifications:**

- NJ State and/or municipality experience strongly preferred.

- Demonstrated ability to research, interpret and analyze information and formulate recommendations for senior management; Ability to comprehend, analyze, interpret, and apply established law, regulations, policies, procedures, precedents, and guidelines.
- Ability to conduct research, analyze data, and interpret findings.
- Proficiency with Microsoft Excel. Ability to synthesize large amounts of data and identify key trends; Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to meet assigned deadlines and work well under pressure and effectively handle multiple priorities in a time-sensitive, fast-paced environment.
- Detail and results oriented and organized. Ability to organize assigned work, and develops appropriate methods for meeting goals and objectives.
- Excellent communication and interpersonal skills; Ability to establish liaisons and maintain cooperative working relationships with other staff or organizations whose functions impact on assigned responsibilities.
- Ability to develop and conduct training, workshops, and/or seminars for the campus community.

### **Employer Qualifications:**

- Final offer of employment is contingent upon the successful completion of a background check and reference checks.
- **Residency Requirement:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

### **About TCNJ:**

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

### **Employee Benefits:**

As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans

- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- [New Jersey State Employee Discount Program](#) (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

*To view a comprehensive list of benefits available to employees, visit our [Health Benefits Plans and Programs](#) page to learn more!*

### **Application Instructions:**

Qualified candidates should apply online at: [careers.tcnj.edu](https://careers.tcnj.edu) and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

### **SAME Applicants:**

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: [same@tcnj.edu](mailto:same@tcnj.edu). For more information on the SAME program visit their website at: <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.