



Benefits Administrator

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

The Human Resources department is currently hiring a Benefits Administrator to manage employee benefit programs for Jefferson County employees and retirees and is designated as Jefferson County's Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer. This position is also responsible for the department operations and human resources relations when the Director is not available.

SOME ESSENTIAL RESPONSIBILITIES

As an experienced, knowledgeable, and customer focused individual, you will be successful in this role by completing the below key tasks and responsibilities:

- Administering County benefits, including but not limited to health, dental, life, and disability insurances; Flexible Spending programs, H.S.A. program, and H.R.A. program; Wisconsin Retirement System (WRS); and deferred compensation programs.
- Acting as liaison between employees and benefits vendors and coordinates the activities of benefits consultants and external advisors to obtain technical information, ensure accurate enrollments, ensure benefit contracts are followed, etc. Assuring notices and communications are distributed and posted. Works with vendors to provide estimated costs of programs.
- Ensuring benefit programs comply with applicable Federal and State laws, Personnel Ordinance stipulations, regulations, and qualification standards, recommending changes to policy or benefit design to ensure compliance.
- Communicating information in a timely manner for compliance and positive employee relations. Communicates benefit design and changes with employees, arranging on-site meetings with vendors when necessary.
- Assisting in preparing requests for proposal specifications for benefit programs (such as health, dental, life, Section 125b, disability, or Workers' Compensation) and analyzes proposals based on established required criteria.
- Variety of other tasks provided on the posted job description

Requirements:

- Bachelor's degree in human resources or related field plus two years of experience; or an equivalent combination of education and experience

Preferred Requirements:

- Master's degree in human resources or related field and one to two years' experience; or bachelor's degree in human resources or related field with four to five years' experience
- Experience with public sector benefit programs
- Society for Human Resources Management certification (PHR, SPHR, OR SHRM-SPC)

Wage & Benefits

The starting hourly wage range is \$33.78 - \$36.61 per hour depending on experience and qualifications.

Benefit Highlights

2 weeks paid vacation Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
* Life insurance* Wisconsin Retirement System* Health Savings Account* Deferred Compensation Program*
Long Term Disability Short Term Disability*

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at

www.jeffersoncountyiwi.gov

Jefferson County is an Equal Opportunity Employer

