

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Human Resources

POSITION TITLE: Human Resources Benefits Specialist

SALARY RANGE: \$55,265 - \$69,504

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the coordination of the benefits functions within the Human Resources Department for the City of Watertown. Responsibilities include: serving as a contact for employees and department heads regarding benefits management; administering the daily operations of the benefits unit; implementing program guidelines; preparing and maintaining business correspondence, eligibility and enrollment records, reports, documents and forms; and ensuring that unit operations comply with all City procedures and policies and Federal and State rules and regulations. The work is performed under the supervision of the Human Resources Manager. Performs related work as required.

MINIMUM QUALIFICATIONS: Either-

- (A) Bachelor's degree or higher in Accounting, Finance, Human Resources or Business Administration and two years' experience in employee health plans and benefits administration, or equivalent related experience; OR
- (B) Bachelor's degree and two years' experience in human resources, employee health plans and benefits administration; OR
- (C) Associate's degree in Accounting, Finance, Human Resources or Business Administration and four years' experience in human resources, employee health plans and benefits administration; OR
- (D) Associate's degree and five years' experience in human resources, employee health plans and benefits administration; OR
- (E) An equivalent combination of education, training, and experience as defined by the limits above.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 11/30/2024

Email civilservice@watertown-ny.gov for a complete job description.