

**Butler County Auditor's Office**  
**Job Opening**  
**January 5, 2010**

**Title:** Benefit Administrator  
**Hours of Work:** 40 hours per week minimum, overtime exempt.

**Essential Functions:**

The Benefit Administrator's primary responsibilities include maintaining and processing all medical, dental, flex plans, and life insurance forms and information for employees. Additional responsibilities include reconciling and administering the monthly reports and payments for the health, dental and life insurance billings; maintaining and administering COBRA letter and payment information; providing on-going assistance with employee insurance needs; and serving on the Health Insurance Advisory Committee which makes insurance recommendations to the Commissioners for County employees. The Benefit Administrator is also responsible for the following Human Resources (HR) related functions: employment and compliance to regulatory concerns and reporting; agency-wide, employee communications; tracking of performance reviews; monitoring of career development meetings; employee relations; and general HR related services.

In this role the Benefit Administrator must be able to perform the following functions:

- Provide orientation programs to employees on eligible benefits.
- Manage employee benefit enrollments.
- Manage employee benefit terminations.
- Maintain employee benefits records.
- Maintain effective communication across County agencies in a timely manner.

**Required Qualifications:**

The Benefit Administrator must have a minimum of 5 years benefit administration experience and/or a Bachelor's Degree in Human Resources Management or an equivalent degree. Additional qualifications include:

- Experience working in a large company or government agency.
- Ability to spot and solve issues.
- Knowledge in government benefit laws and regulations.
- Knowledge of HR Best Practices
- Knowledge in vendor benefit enrollment processes.
- Knowledge in vendor benefit policies.
- Advanced skills in employee/customer relations.
- Skills in MS Word and Excel.
- Experience in ensuring the integrity of all benefits data including eligibility programming, benefit deductions and status changes.
- Proven experience in successfully overseeing the implementation and administration of a benefits program.
- Proven experience in successfully implementing and coordinating annual open enrollments.

**Physical Requirements:** The Benefit Administrator will work out of the Butler County Administrative Center, 130 High Street, Hamilton.

**Selection Procedures:** Applications and interviews.

(Continued on second page)

**Submit** application and/or resume (preferably via e-mail) to:

browndp@butlercountyohio.org

David P. Brown  
Deputy Auditor, Community and Employee Relations  
Butler County Auditor's Office  
130 High Street, 4<sup>h</sup> Floor  
Hamilton, OH 45011

**Butler County is an Equal Opportunity Employer.** Pursuant to the Americans with Disabilities Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**Posting Locations:**

Administrative Center 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>  
Government Services Building

Auditor's Web site, Butler County Web site  
Cincinnati Enquirer, careerbuilder.com

**cc:** Roger Reynolds, David Brown, Mike Tilton