COMPETITIVE

BENEFITS CONSULTANT

DISTINUISHING FEATURES OF THE CLASS:
The employee in this position is responsible for managing all aspects of the Rochester Housing Authority's (RHA's) benefits programs including administering, directing, and reviewing employee and retiree benefit programs. Performs research and analysis, provides consultation and makes recommendations to the Director of Human Resources regarding benefits program design and policy development. This position reports to the Director of Human Resources who provides general supervision. Related work is performed as required.

TYPICAL WORK ACTIVITIES:
- End-to-end management of employee and retiree benefit programs including health and welfare, life, disability, Workers' Compensation, FMLA, ADA Reasonable Accommodations and New York State Retirement plans;
- Partners with benefits brokers in researching, analyzing, evaluating, designing, and administering benefits plans and programs;
- Ensures compliance with federal and state regulations and bargaining unit agreements pertaining to benefits administration;
- Monitors and reviews new legislation for its impact on benefits for employees, retirees, and their beneficiaries and makes recommendations to management on perceived impacts;
- Ensures vendor contracts compliance with organizational requirements;
- Develops and manages complex correspondence and documentation supporting benefits administrations and human resources actions;
- Analyzes information and data about benefits program activities and formulates recommendations for action;
- Prepares special reports by collecting, analyzing, and summarizing information and trends;
- Oversees benefit separation process;
- Creates Blanket Purchase Orders for benefits vendors;
- Reconcile, review, and process monthly benefit-related invoices;
- Program manages open enrollment process (i.e., new hire, annual, qualifying life event);
- Oversees benefit and wellness fairs;
- Attends benefit related virtual and in-person meetings (i.e., broker, FLMHIT, etc.);
- Process retiree medical reimbursement (quarterly and annually);
- Assist with the planning of events for the Morale and Wellness committees;
- Maintains the confidentiality and privacy of privileged communications, including employee medical issues and program planning;
- Develops and implements benefits record-keeping systems, ensuring efficient and effective maintenance of essential records and the storage and destruction of outdated records.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of Federal and State regulations pertinent to employee benefits programs;
- Knowledge of benefit contract language;
- Knowledge of procurement environment for obtaining benefits vendors, and administrator services;
- Ability to interpret and apply Federal, State, and local legislation and collective bargaining language;
- Ability to assess the accuracy, validity, and integrity of data;
- Ability to present and facilitate group discussion and activities (written and verbal);
- Ability to develop and maintain effective relationships with others;
- Ability to administer professional service agreements;
- Ability to generate innovative solutions in work situations;
- Ability to manage several complex projects simultaneously;
- Ability to work effectively in a team environment;

- Ability to apply standard policies and practices to make appropriate decisions;
- Ability to compile, organize, and analyze information and numerical data;
- Ability to identify options and strategies to resolve issues, problems, and complaints;
- Ability to explain clearly processes, procedures, and other factual information;
- Ability to negotiate effectively;
- Ability to work independently.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- All the Entry Level KSA's **PLUS**;
- Knowledge of New York State Retirement System benefit programs and procedures;
- Knowledge of applicable Human Resources policies and procedures.

MINIMUM QUALIFICATIONS:

Either A, B, or C below:

A. Bachelor's degree in Human Resources, Public Administration, or closely related field **AND** two (2) years of experience which primarily involved administrative experience in two or more areas of human resource management (e.g., benefits, selection, testing, training);

OR

B. Bachelor's degree in any field **AND** four (4) years of experience as described in Section A.;

OR

C. Six (6) years of experience as described in Section A.

CREATED: April 13, 2026