



OAKLAND COUNTY MICHIGAN  
invites applications for the position of:

## Supervisor Employee Benefits

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**SALARY:** \$67,152.02 - \$87,379.76 Annually

**OPENING DATE:** 09/04/18

**CLOSING DATE:** Continuous

### **ANNOUNCEMENT INFORMATION:**

**All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.**

### **PURPOSE**

The purpose of this examination is to establish an eligible list from which to fill present or possible future vacancies in this classification. For each vacancy, a Department Director/Division Manager has the choice of the applicants in the top group. This list will remain in effect for six months, unless exhausted, superseded by a new eligible list or extended for another six months by the Human Resources Committee.

### **TRAINING AND EXPERIENCE TEST**

The examination will consist of an evaluation of the applicant's responses on the official employment application form that includes supplemental questions regarding the applicant's training and experience. Your responses will be scored and there are no test retakes. You will be notified of your results by email.

The exam content as described above may be modified depending upon the number of applicants or other factors that influence the practicality or usefulness of this selection process. Where minor differences in actual test scores do not reflect meaningful differences in ability, those scores will be statistically grouped resulting in a tie among those applicants.

### **CLOSING WITHOUT A DATE**

This is a continuous examination, and applications will be accepted until such time as there are sufficient applicants to meet the County's current recruitment needs. As such, interested persons should make application promptly. Applicants will be tested in groups as they apply. Successful applicants, regardless of their testing date, will be ranked on the eligible list based on their final examination scores. The original rank of persons on the eligible list may change as later applicants are tested and added to the list. Notice of the last date to apply for this examination will be posted in the Human Resources Department and on this posting one week prior to the application deadline. Applications will not be accepted after the posted closing date.

### **TRANSCRIPTS REQUIRED**

All applicants for this classification must upload a copy of their college transcript under the attachment section. This section is used for **transcripts only**. Do not upload any other documents such as reference, cover letter, resume, etc. **NOTE: If a job offer is made, an official transcript will be required.**

### **JOB SUMMARY:**

Under limited direction, develops and coordinates employee benefit programs including health, dental, vision, and life insurance, short and long-term disability and unemployment compensation in accordance with Merit System Rules and related state and federal regulations. Confers with Human Resources administration, other County administrators and outside insurance carriers to establish guidelines, implement new procedures and solve related problems necessary for efficient operation of the unit. Responds to and resolves unusual complaints and provides research and recommendations regarding benefits issues. Researches and maintains awareness of fluctuating benefit trends and legal requirements to ensure compliance with regulations. Oversees the administration of COBRA contracts. Utilizes current Countywide and/or department specific software to complete assignments.

## MINIMUM QUALIFICATIONS:

**All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.**

### TRANSCRIPTS REQUIRED

All applicants for this classification must upload a copy of their college transcript under the attachment section. This section is used for **transcripts only**. Do not upload any other documents such as reference, cover letter, resume, etc. **NOTE: If a job offer is made, an official transcript will be required.**

At the time of application, applicant must:

1. Possess a Bachelor's degree from an accredited college or university with a major in Public Administration, Human Resource Administration, Political Science, Business Administration, Human Resource Development, Industrial Psychology, or related field; **AND**
2. Have at least four (4) years of full-time work experience in one or more of the following areas: employee benefits, retirement, compensation, labor relations, payroll or related experience.

NOTE: A Master's degree in Public Administration, Human Resource Administration, Business Administration, Industrial Psychology, Labor Relations, or related field may be substituted for one (1) year of the required work experience.

3. Pass the complete examination, including the employment medical, established for this classification.
4. Successfully complete the six month probationary period.

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Position #2018-169  
SUPERVISOR EMPLOYEE BENEFITS  
AB

APPLICATIONS MAY BE FILED ONLINE AT: <https://www.governmentjobs.com/careers/oakgov/jobs/2185687/supervisor-employee-benefits>

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