



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0556

**BENEFIT PROGRAMS ADMINISTRATOR
PUBLIC EMPLOYEES RETIREMENT SYSTEM
GRADE M**

SCOPE OF WORK:

Work involves coordinating the daily activities of assigned benefit programs in addition to providing advice and counsel to eligible employees, beneficiaries, retirees, and employers in all areas of benefits administered by the North Dakota Public Employees Retirement System (PERS).

DUTIES PERFORMED:

- Coordinate and oversee the daily activities of assigned benefit programs administered by PERS; assist in developing, recommending, implementing, monitoring, and evaluating programs' services, policies, goals, and objectives.
- Develop and maintain effective working relationships with plan vendors, consultants, and payroll/human resource contacts.
- Communicate assigned benefit programs' plans/changes to members and payroll/human resource contacts.
- Research and respond to all requests for information and advice on all programs administered by PERS from members, beneficiaries, and employers; resolve complaints related to assigned benefit programs and conduct follow-up as necessary.
- Evaluate mainframe program applications of assigned benefit programs; develop and submit programming recommendations; coordinate and conduct program testing.
- Assess effect of programming or benefit changes on other benefit programs; collaborate with other benefit program coordinators to develop solutions.
- Provide counseling and advisory services for members and beneficiaries of PERS, Highway Patrol, National Guard, Judges, Firefighters and Police Retirement Systems regarding retirement planning, benefit options, retiree health insurance credit program, prior service purchase provisions, conversion of accumulated sick leave, social security and tax issues, deferred compensation program, defined contribution retirement system, defined benefit program, and prior service program.
- Provide benefit counseling services for group health, life, dental, vision, and long-term care insurance, and retirement plans; coordinate, plan, schedule, and conduct benefits counseling seminars throughout the state for members and employers; participate in other public speaking presentations as requested.
- Advise members on Medicare and Medicare supplement policies, COBRA provisions, and employee assistance programs.

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- Counsel employees on disability retirement benefits; calculate benefits and assist employees in evaluation of disability benefit options in completing applications.
 - Serve as liaison with medical consultant on behalf of disability applicants.
 - Develop and distribute benefit program and pre-retirement planning information; write articles for newsletter.
 - Develop, recommend, and interpret administrative policies relating to state and federal laws governing benefit programs administered by PERS.
 - Assist in training and providing support to PERS member services representatives and payroll/personnel agents of participating employers about PERS programs.
 - Represent PERS on various committees, at hearings, or other state or local forums.
 - May supervise staff.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and three years of work experience administering group health, life, dental, or long-term care insurance, flexcomp, or retirement plans. Experience must have included advising and counseling plan members, and interpreting plan provisions.

Eff. Date: 5/01

Rev: 9/06 – Added duty statement

Rev: 7/12 – Conversion to Hay System