

Manager of Benefits Administration

Pittsburgh Regional Transit is seeking a Manager of Benefits Administration to coordinate the administration of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) employee benefits programs, including PRT's wellness programs, group life and health insurance, deferred compensation plans, and other related benefits programs. Leads PRT's wellness and health initiatives to include organizing, marketing, and conducting events on wellness themes, monitoring program success metrics, coordinating employee participation in the wellness program. Conducts benefits orientation for new hires. Supervises team performing benefits administration functions. Supports the Director of Benefits Administration by assisting in the implementation of policies, procedures, and programs, including cost reduction initiatives.

Essential Functions:

- Plans and administers group healthcare plans, group life insurance plans, and deferred compensation plans. Includes overseeing open enrollment process.
- Leads the wellness and health initiatives to include organizing, marketing, and conducting events on wellness themes (e.g., nutrition, exercise, weight management, flu shots, preventive care, grief care, blood-drive, blood pressure, etc.) for overall well-being. Coordinates employee participation in wellness programs. Sends out posters on different health care topics to the locations. Monitor appropriate metrics to measure success of health and wellness strategy.
- Responds by telephone and visits from employees and retirees on issues related to health insurance, retirements, deferred compensation, and other benefit questions.
- Conducts benefits orientation for new hires and provides information regarding the employee's benefits.

Job requirements include:

- BA/BS degree in Human Resources Management, Business Administration, or Public Health. Related experience may be substituted for education on a year-for-year basis.
- Minimum of five (5) years of supervisory experience professional level benefits administration.
- Knowledge and understanding of personnel, state and federal benefits laws and regulations.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Effective and professional communication skills.

Preferred attributes:

- Master's degree in Human Resources Management, Business Administration, Public Health, Nursing, or directly related field from an accredited school.
- Certified Employee Benefits Specialist (CEBS) or Certified Benefits Professional (CBP) designation from WorldatWork, the Professional Association for Compensation, Benefits and Total Rewards.
- Case Management experience.
- Training and experience in PeopleSoft Human Resources Management System (HRMS).



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Holly Jenkins
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EOE