



Maryland Department of Transportation



MARYLAND TRANSIT ADMINISTRATION
RECRUITMENT ANNOUNCEMENT

www.mtmaryland.com

CHIEF, BENEFITS
(PERSONNEL ADMINISTRATOR III – CLASS 2426)
EXECUTIVE SERVICE

This position serves at the pleasure of the appointing authority.

RECRUITMENT: Open to all qualified applicants.

SALARY: \$48,398 - \$77,701 (SG-19)

DATE POSTED: January 29, 2010

CLOSING DATE: February 16, 2010

PREFERRED QUALIFICATIONS:

EDUCATION: Possession of a bachelor's degree from an accredited four-year college or university.

EXPERIENCE: Five (5) years professional personnel work. Progressively responsible experience as a benefits specialist including, three (3) years of this experience must have involved the supervision of other employees. Two (2) years experience must have involved working in a collective bargaining environment and managing self insured benefits plans as well managing union's Health and Welfare plans.

The ideal candidate will possess: Benefits program administration in a mid-size to large system of 1,000 employees or more in a service delivery industry.

NOTE: 1. Additional experience in administrative or professional work may be substituted on a year-for-year basis for required education.

2. Additional graduate level education at an accredited college or university may be substituted for the required general experience at the rate of 30 semester credit hours for one year of the required general experience.

LICENSES: Candidates appointed to this position will be assigned duties which require the operation of a motor vehicle. Employees are required to possess a motor vehicle operator's license valid in the State of Maryland.

RESPONSIBILITIES: Direct, manage, and supervise all aspects of the MTA's Health Benefits Plans governed by three Collective Bargaining Agreements for approximately 4,000 active employees and retirees including annual open enrollment; manage plan and rate design changes; manage leave benefits programs for union employees and non-union (TSHRS – Transportation Service Human Resources System) employees in accordance with provisions of three collective bargaining agreements and TSHRS policies; oversee Medicare Reimbursement Plan; manage monthly benefits bill reconciliation including computer download and review and approval of bills; manage/implement the provisions of the MTA Pension Plan including calculations and processing of regular, early, deferred vested, spouse, and disability pensions for three different designs for three bargaining units in the Plan as well as some management employees who are part of the Plan; provide information and act as liaison for approximately 800 employees as well as retirees enrolled in State of Maryland Health Benefits and Retirement and Pension plans including LEOPS (Law Enforcement Officers Pension System); manage the Federal Medicare Part "D" Prescription Subsidy Program; assist employees with interpretation and understanding of provisions and policies under collective bargaining agreements and TSHRS policies; oversee benefits portion of new hire orientation; respond to grievances filed by union employees including grievance responses, hearings, arbitrations; participate in and lead health benefits bid process when required; manage health benefits vendor contract.

TO APPLY:

You must complete a Maryland Department of Transportation (MDOT) application (Form DTS-1) to be considered for this recruitment. Resumes may not be substituted. Since the examination for this recruitment may be an evaluation and rating of the information you provide on your application, it is essential that the application is filled out completely and accurately, listing all relevant experience and addressing the specific requirements shown above. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for within MDOT, one of the modal administrations, or the Authority. Applications not completely filled out will not be considered. Qualified applicants will be subject to background and reference checks. Employees are subject to the State Substance Abuse Policy to include possible drug testing.

*It is highly recommended that applications be completed and submitted online by registering at <https://jobs.mdod.state.md.us>. Make sure you meet the minimum and selective qualifications and follow the



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instructions on MDOT's Online Employment Center website.

If you do not wish to apply on line you may submit a DTS-1 via mail to: MTA Employment Office, 6 Saint Paul Street, Baltimore, MD 21202. Applications may be obtained by calling (410) 767-3860, visiting the Employment Office, or you can download an application via the Internet at <http://www.mdot.state.md.us/Employment/application>.

MARYLAND TRANSIT ADMINISTRATION
OFFICE OF HUMAN RESOURCES
6 SAINT PAUL STREET – 5TH FLOOR
BALTIMORE, MARYLAND 21202-1614
(410) 767-3860

TTY (410) 767-3860

TTY Users May Also Call Their Telecommunications Relay Service

MTA Does Not Discriminate Based On Age, Ancestry, Color, Creed, Gender Identity Or Expression, Genetic Information, Marital Status, Mental Or Physical Disability, National Origin, Race, Religious Affiliation, Belief Or Opinion, Sex, Or Sexual Orientation.

Reasonable Accommodations for Persons with Disabilities Will Be Provided As Requested

Equal Opportunity Employer

2426-MTA-01/10-LE