

# Personnel and Civil Service

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## NOTICE OF VACANCY BENEFITS MANAGER TRAINEE

**Date of Issue: 08/11/2022.** The work involves the responsibility for assisting the Benefits Manager in administering a variety of employee benefit programs and maintaining Tioga County's Workers' Compensation Self-Insurance Fund. Upon successful completion of a training period, as determined by the Personnel Officer, an incumbent will elevate to Benefits Manager. Moderately difficult account clerical duties will be performed in addition to extensive contact with employees, insurance carriers, and municipal agencies. Work is performed under general supervision of the Benefits Manager. As an incumbent develops their knowledge base, additional leeway will be allowed for independent action. Does related work as required.

The title of Benefits Manager Trainee is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is scheduled for 10/01/2022. For more information or to apply, view Benefits Manager Trainee #66231 under Upcoming Exams.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending permanent appointment from eligible list  
**Work Hours:** Full time, Monday – Friday (35 hour work week)  
**Salary:** \$46,094 – \$56,094 (M/C); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Personnel Department

**Minimum qualifications:** Graduation from high school or possession of a high school equivalency diploma **and EITHER:**

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration or closely related field and one (1) year of full-time (or it's part-time equivalent) within employee benefits, Workers' Compensation, human resources, or closely related field; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in above mentioned fields and three (3) years of full-time experience or its part-time equivalent as in (a); **OR**
- c. Five (5) years of full-time (or it's part-time equivalent) work experience listed in a); **OR**
- d. An equivalent combination of training and experience as defined by the limits of a) and b), and c).

**APPLY ONLINE:** <https://www.tiogacountyny.com/departments/personnel-civil-service/> - **Upcoming Exams #66231**

**Apply by:** 08/30/2022

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.