

Human Resources/Benefits Analyst

Lackawanna County is currently seeking a Human Resources/Benefits Analyst to assume a multi faceted role within the Human Resources Department. This individual is responsible for receiving applications for new members in the pension plan, preparing files and entering data in the pension system. Maintains accurate files on each individual and updates accordingly. Participates in and work on confidential matters including but not limited to the administration of the County's Collective Bargaining Agreements, grievance processes and progressive discipline issues.

Key Responsibilities:

- Handles new hire process for pension plan
- Prepares information for retirement quotations to be forwarded to the actuary
- Prepares paperwork for vested personnel
- Generates the active update which is reconciled with the payroll
- Prepares payout schedules for terminations, retirements, active and/or retiree deaths
Calculates the payments, including Federal Income Tax if applicable, and enters any additions, changes or deletions to the pension system
- Maintains monthly records for the auditor's review at the end of the year
- Prepares schedule for 1099R's for auditor's review
- Prepares pension benefit statement information for actuary
- Works closely with Deputy Director for Human Resources on confidential matters relating to grievance processes and progressive discipline for all county employees (participating in grievances, union meetings and other labor relations issues)
- Assists Deputy Director with Contract negotiations preparation and administration of Collective Bargaining Agreement
- Assists with the development of County Policies and Procedures
- Acts in a cross-functional role with other HR staff as needed
- Other duties as assigned by Deputy Director for Human Resources

Qualifications:

- Bachelor's Degree in a related field from an accredited college or university
- Relevant experience in business, human resources or benefit administration is required
- Proficient in Microsoft office products such as Word, Excel, Outlook. HRIS experience is preferred
- Must possess strong organizational, interpersonal and analytical skills

- Ability to prioritize, work efficiently, complete tasks within deadlines, and transition from task to task
- Strong attention to detail
- Ability to be creative, innovative, work independently and troubleshoot issues with undefined solutions
- Experience in handling and producing confidential information

Please submit your letter of interest, resume and salary requirements to:

Deputy Director for Human Resources
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503

Email: pearsonn@lackawannacounty.org

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