

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
Office of the Executive Director  
Human Resources**

**RECRUITMENT NOTICE**

**Position:**     **Benefits Coordinator** (Legislative Administrator)  
**Salary:**       \$45,000 - \$65,000, depending on experience and qualifications

**Principal Duties:**

Administer employee health and retirement benefits to legislators and staff of both the Maryland General Assembly (MGA) and the Department. The Benefits Coordinator becomes certified and adheres to rules and regulations established by the State and works closely with State agencies and plan representatives regarding the aforementioned programs.

Major duties include:

- Inform employees and members on health benefits, retirement, supplemental retirement, and MGA and departmental employee policies and procedures
- Resolve employee benefit concerns, in a timely manner, by thoroughly researching and investigating the issue(s) and reporting back the finding to the employee
- Review and certify health and retirement forms and submit to the appropriate agency in a timely manner
- Prepare and process retroactive adjustments for new employees and for addition of new dependents
- Research and prepare requests to purchase previous service
- Prepare health and retirement packets and keep forms up to date
- Inform employees of open enrollment and plan changes
- Coordinate the MGA Health and Wellness Fair and maintain yearly supply of health information
- Know and adhere to all HIPAA regulations
- Comply with the Employee Benefits Division annual dependent audit
- Attend health benefit and retirement coordinator training sessions
- Create and maintain employee health files
- Ensure all benefit information on the HRIS (SAP) database is current and accurate
- Provide support for HR projects
- Perform other personnel duties, as required

**Qualifications:**

- Bachelor's degree from an accredited college or university
- Minimum two (2) years of benefits administration
- Exceptional customer service skills
- Strong written and verbal communications skills
- Strong organizational skills with ability to utilize time effectively, meet deadlines, and manage multiple priorities
- Ability to work independently and exercise a high level of skill and judgment and successfully function in a team environment
- Ability to maintain the highest level of professionalism and confidentiality
- Proficiency in Microsoft Suite and familiarity with HRIS systems (preferably SAP)
- Ability to operate most standard office equipment
- Availability to work overtime hours to meet legislative schedules
- There is a requirement to lift 20 pound boxes of benefit literature/materials for distribution and setup of open enrollment.

***SEND RESUME AND LETTER OF INTEREST TO:***

Department of Legislative Services  
Human Resources Office  
90 State Circle, Room 311  
Annapolis, MD 21401-1991  
Fax: 410 946-5140 or 301 970-5140  
e-mail: [jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us) Website: <http://dls.maryland.gov>  
**Code 03/18 SW (Required on all Resumes)**

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