



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #:
2023-045- P

ISSUE DATE:
March 29, 2023

CLOSING DATE:
April 26, 2023

TITLE: Pensions Benefits Specialist Trainee

OPEN TO: General Public

DIVISION: Pensions and Benefits

TITLE CODE: 53650 **RANGE:** P95

UNIT: Various

WORKWEEK: 35 Hours

LOCATION: 50 West State Street, Trenton, New Jersey

SALARY RANGE: \$46,431.86 - \$48,531.07

POSITION DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (NJDPB) administers one of the largest public employee benefits programs in the nation, consisting of ten separate retirement systems serving more than 500,000 active members and 300,000 retirees, two health benefits programs covering more than 800,000 employees, retirees, and their family members, three supplemental retirement savings programs, and several other employee benefit programs. The Division's mission is to provide quality benefits and services that meet the needs of our clients and others we are committed to serve, through an efficient and responsive workforce. The Division seeks Pensions Benefits Specialist Trainees to fill multiple vacancies across the Division.

Under the close supervision of a Pensions Benefits Specialist 3 or other supervisory official in the Division of Pensions and Benefits, Department of the Treasury, as a trainee and productive worker, learns to provide information to clients on retirement and health benefits programs; make final reviews of contributions reports; process employee benefits involving eligibility determinations and computations; does other related duties as required.

EXAMPLES OF WORK:

- Learns to provide assistance to participating employers and members regarding employee benefit support or employer reporting programs of the Division.
- Learns to counsel clients on the various retirement and health benefit plans administered by the Division.
- Learns to determine the eligibility of members for the retirement and health benefit plans.
- Learns to review, verify, and process retirement and/or health benefits to members or beneficiaries.
- Learns to review/audit members' accounts and process correcting transactions.
- Learns to process adjustments to member accounts due to, but not limited to, enrollment date changes, court ordered decisions, negotiated settlements, change in legislation, birth date discrepancies, or calculates workers' compensation reductions against member benefits.
- Learns to process underpayments or overpayments of pension contributions, arrears, back deductions, life or health insurance, or loans; takes action to secure amounts due and prepare adjustments to members' accounts.
- Learns to reconstruct, recalculate, and/or reactivate accounts for members' eligible to return to service or employment following withdrawal or retirement and ensures reinstatement of member by advising the appropriate sections.
- Learns to provide retirement, purchase, and loan estimates.
- Learns to draft correspondence to members, employers, and other interested parties.
- Performs basic mathematical computations with accuracy.
- Learns to compile accurate statistical information to include in monthly work reports.
- Maintains records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree. Proof of degree is required.
- Trainee/ Advancement:** Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title of Pensions and Benefits Specialist 1. A Civil Service examination is not required for this advancement. For more information, please refer to <https://info.csc.state.nj.us/jobspec/53650.htm>.

IMPORTANT NOTES

- SAME Applicants:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.
- Veteran's Preference:** Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.
- Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 26, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023-045-P – PBS Trainee" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer