



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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**Vacancy Announcement**  
**OPEN TO SENATE EMPLOYEES AND APPLICANTS**  
**REFERRED BY SENATE STAFF**

<b>POSITION:</b>	<b>Health Care Program Administrator</b>
<b>DEPARTMENT:</b>	<b>Senate Disbursing Office</b>
<b>SALARY RANGE:</b>	<b>\$56,078 - \$86,922</b>
<b>CONTACT</b>	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
<b>FEDERAL RELAY SERVICE</b>	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
<b>POSTING DATE:</b>	<b>February 25, 2014</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>March 7, 2014</b> Applications will NOT be accepted after 11:59 p.m.
	The new online application can be found in the Employment section of Senate.gov - <a href="http://www.senate.gov/employment">http://www.senate.gov/employment</a> .
	All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.
<b>VETERANS' PREFERENCE:</b>	Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to

receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting [www.senate.gov](http://www.senate.gov), click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

**If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form.** If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to [vets@sec.senate.gov](mailto:vets@sec.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



## **HEALTH CARE PROGRAM ADMINISTRATOR**

### **NATURE OF WORK**

This is an administrative support position working with the private entity designated by the Office of Personnel Management to provide health care coverage for Senators and their staff based on the requirements established by the Affordable Care Act (ACA). Work includes working under the general supervision of the Deputy for Employee Benefits and Financial Services and overseeing all administrative tasks related to the enrollment of Senators and their staff into designated health care plans and ensuring the process conforms to applicable laws, policies, procedures. Work is bound by federal laws and statutes, Senate rules and regulations and standard office policies and procedures.

### **ESSENTIAL FUNCTIONS**

Administer the health care account for the Senate with the designated private entity covering enrollment, billing, reconciliation and problem resolution.

Provide census information of eligible staff to health care entity for all employees (new hires and staff who terminate employment) on a regular and timely basis.

Confirm and assist with the data load of the monthly billing information from the health care entity.

Reconcile all monthly billings to ensure accuracy and work to resolve issues with the provider. All charges must be correctly reflected in both payroll system and Financial Management Information System (FMIS).

Provide customer service support to members and staff requiring assistance with all matters concerning their enrollment and plan participation.

Provide recommendations to Deputy and programmers on system queries, upgrades and changes needed to better administer program.

Document, refine and enhance existing procedures concerning open enrollment and the designation of staff.

Develop documentation, guidance and forms needed to administer the program.

Demonstrate full knowledge of the Disbursing Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan.

**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

**MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree with one to three years of accounting and/or benefits administration experience.

Working knowledge of the PeopleSoft payroll/personnel database and reporting functions is desirable.

Ability to show strong attention to detail and accuracy.

Ability to produce reports, audit, adjust, resolve and reconcile data.

Ability to analyze and interpret data to resolve issues or recommend options.

Ability to use computer and relevant computer software packages.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to communicate effectively, both orally and in writing.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.