



**SUPPLEMENTAL QUESTIONNAIRE**  
***BENEFITS ADMINISTRATOR***  
***Class Code: 91150/EXEMPT***

**Applicant Instructions: On a separate sheet, type or write your answers to the following questions regarding your experience and qualifications related to this position. The Supplemental Questionnaire is part of the recruitment process and must be submitted along with your completed resume and cover letter for employment. Applications received without the completed Supplemental Questionnaire will not be considered. You may attach as many sheets as required.**

- 1.** Describe some significant highlights of your employment background involving the implementation, administration, and delivery of employee benefits programs in the following key areas:
  - a.** Employee Health and Welfare programs (including Wellness and mandatory federal programs, i.e. social security, taxes, );
  - b.** Retirement plan management (including Defined benefit pension plan, Deferred Compensation plans or other public sector retirement programs);
  - c.** Administration and/or coordination of Drug and Alcohol programs, and related data.
- 2.** Describe your knowledge and experience in the implementation and administration of HRIS systems to manage employee Benefits programs including: data management, finance/payroll interface, and employee communications.
- 3.** Provide an example of your most challenging role in the administration of employee benefits - including your education, program challenges, resources and ability to resolve problems.