

The **Sullivan County Human Resources Department** is seeking to fill the following position:

HUMAN RESOURCES BENEFITS COORDINATOR

This position involves responsibility for the administration of the County's insurance programs, focusing mainly on employee and retiree benefits and voluntary programs, coordination of other matters relating to insurance programs. The position requires extensive familiarity with the rules, regulations and policies that correspond to administration of employee benefits. Incumbent will establish guidelines and procedures which will be used to explain benefits to employees and retirees as they correspond with various collective bargaining agreements or personnel policies. Work is performed under general supervision of the Commissioner of Human Resources with wide leeway for the exercise of independent judgment. Supervision is exercised over the Human Resources Benefits Specialist.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Public Administration, Business Administration or a related field and one (1) year of experience in handling health insurance claims, insurance administration, Worker's Compensation case management, or Disability Claims work; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration, Public Administration or a closely related field and three (3) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of an equivalency diploma and five (5) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

SALARY: \$57,000.00

TO APPLY ONLINE, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

Applications accepted until position is filled.

EEO/AA Employer

M/F/D/V