

**EMPLOYEE BENEFITS COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating a variety of activities to assist in the administration of benefit programs. The position requires extensive familiarity with the rules, regulations, or policies that prevail in the administration of these programs. Incumbents will assist employees or retirees by providing information, assistance, and guidance concerning entitlements under benefits as established in collective bargaining agreements or personnel policies. The position will also involve providing informational summaries and data to administrators or legislators for use in making collective bargaining or other policy decisions relating to benefit administration issues. Work is performed under the general direction of the Employee Benefits Administrator with leeway for independently performing most of the duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conducts orientation of new employees to provide information about health insurance, retirement, or other benefits provided for county employees;

Responds to inquiries regarding health insurance coverage, health benefits, rates, claims, etc, and maintains liaison with insurance companies to resolve specific problems as they occur;

Assists employees with questions or problems relating to retirement enrollment or benefits;

Provides information and assistance to employees regarding the administration of benefit programs provided through collective bargaining agreements or county policies;

Assists employees in filing health insurance claims;

Performs account clerical and bookkeeping functions relating to the collection of premiums from

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individuals or from specific municipal employers;

Maintains checking accounts relating to premiums collected from different municipal employers;

Prepares periodic reports to be used as the basis for issuing premium bills or for the payment of premiums to insurance carriers;

Establishes procedures and controls to assure the county's compliance with requirements under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA);

Notifies employees who are separating from service of their options under COBRA, assists employees with sign-up procedures, and conducts conversion prior to expiration of regular health insurance;

Provides notice to employees and/or insurance carriers;

Analyzes insurance or other benefit proposals and provides information for use by managers and/or legislators in selecting insurance vendors and in making policy decisions;

Provides analysis and information to management for use in negotiating employee benefit proposals in conducting collective bargaining pursuant to the provisions of Article XIV of the Civil Service Law;

Establishes procedures to assure that benefit programs are properly applied in situations involving a paid or unpaid leave of absence;

Maintains a variety of records, rosters, files, and reports relating to all aspects of benefits administration.

**EMPLOYEE BENEFITS COORDINATOR****Page 3**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of health insurance benefits; good knowledge of benefit programs administered for county employees; good knowledge of employer responsibilities under the Consolidated Omnibus Budget Reconciliation Act of 1985; good knowledge of the principles and practices of double entry bookkeeping; working knowledge of retirement benefits, eligibility requirements, retirement procedures, and retirement system information resources; working knowledge of regulations and mandates relating to health insurance administration; ability to analyze health insurance and/or benefits data and to recognize significant trends or propensities; ability to provide summaries and briefings of benefits information for managers to use in making policy determinations; ability to maintain accurate records and reports; ability to understand and interpret tabular material; ability to understand and interpret written material; ability to maintain a high degree of confidentiality; ability to perform job assignments independently and with minimal supervision or direction; resourcefulness; dependability; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree and two (2) years of experience in providing information about employee benefits, including Health Insurance Programs, COBRA Benefits, and Retirement Benefits; or
- (B) Four (4) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Last Reviewed: June 9, 1997  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/2/2023