

HUMAN RESOURCES BENEFITS COORDINATOR

265-A

DISTINGUISHING FEATURES OF THE CLASS: 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.

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.*

Oversees the processing of various changes of health insurance programs offered to County employees;

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

Conducts new hire orientation for benefits and open enrollment;

Acts as a liaison between the County, employees and the health insurance companies;

Informs employees and retirees of their benefits as prescribed by county policies and federal and state rules and regulations;

Interprets collective bargaining agreements as it relates to health insurance coverage;

Establishes procedures as it relates to benefits provisions in collective bargaining agreements;

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Establishes and implements procedures and controls to assure County's compliance with requirements under the consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and the Family Medical Leave Act;

Oversees clerical and bookkeeping functions relating to the collection of premiums from individuals, including current employees, retirees and individuals covered under the COBRA provisions;

Oversees the establishment and implementation of procedures to assure that benefit programs are properly applied in situations involving a paid or unpaid leave of absence;

Oversees and maintains a variety of records, files, and reports relating to all aspects of benefits administration;

Assists in the preparation and maintenance of the department budget;

Makes recommendations concerning renewal and or purchase of various employee benefits; and

Under the direction of the Commissioner, responsible for oversight of various vendor relationships.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of health insurance benefits; thorough knowledge of benefit programs administered for county employees; thorough knowledge of employer responsibilities under the Consolidated Omnibus Budget Reconciliation Act of 1985; working knowledge of employer responsibilities under the Family Medical Leave Act in relation to benefits; working knowledge of retirement health 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

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benefits data and to recognize significant trends or propensities; ability to provide summaries and briefings of benefits information for managers to use in succession planning and other 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; administrative ability; ability to secure the cooperation of others; ability to present ideas clearly both orally and in writing; ability to provide direction and leadership to subordinate staff; resourcefulness; dependability; tact; and courtesy.

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

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(D) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 7/29/2022

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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