

HUMAN RESOURCES BENEFITS SPECIALIST

265-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of technical duties in connection with the operation of the Benefits Administration function of Human Resources. Incumbent is responsible for establishing and maintaining health insurance, as well as Workers' Compensation files, maintain appropriate disbursement records and assisting claimants with regard to filling claims, program procedures etc. Extrapolates and analyzes data as it applies to benefits programs and contract obligations. Work is performed under direct supervision of the Human Resources Benefits Coordinator.

TYPICAL WORK ACTIVITIES:

Assists with preparation and maintenance of monthly benefit reports for billing of employees and retirees, as well as making adjustments;

Assists in processing of Workers' Compensation claims for County, towns and villages;

Assists employees with processing of Disability claims, and ensures appropriate leave notice is conveyed to Payroll and Human Resources;

Interacts with employees and retirees to explain benefits, send appropriate forms, schedule training and physical exams;

Responds to inquiries, either in person or by telephone, regarding health insurance coverage, benefits, rates, claims, etc., and contacts insurance carriers regarding eligibility and various problems that may arise;

Assists with notifying Medicare eligibles and survivors of the change in status and assists with sign up;

Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

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Assists with posting figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;

Assists with notifying employees and insurance carriers of termination of benefit coverage, and processes applicable refunds, making necessary adjustments to reports;

Inputs, updates, and tracks necessary information in a database, including new employees, open enrollment, address changes, and change in employment status, etc.;

Distributes information to appropriate department heads from open enrollment, or other benefit related changes;

Assists with conducting the open enrollment process and new hire orientation;

Tracks, audits and monitors a variety of accounts; verifies adjustments are made to correct allocations and issues reports as required;

May monitor payroll deduction reports for accuracy; and

Establishes and maintains a record retention system for all Benefit functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working knowledge of health insurance and workers' compensation concepts; working knowledge of modern methods used in keeping and checking financial accounts and records; Good knowledge of office terminology, procedures, equipment and business English; ability to gather facts and analyze data, ability to organize and maintain accurate records and files; ability to understand and interpret oral and/or written directions; ability to develop effective working relationships and deal diplomatically with people; and ability to express oneself clearly both orally and in writing.

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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 Accounting, Business Administration, Public Administration or a closely related field; 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 Accounting, Business Administration, Public Administration or a closely related field, and two (2) years of full-time paid experience involving the responsibility for maintenance of financial accounts; or
- (C) Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of full-time paid experience involving the responsibility for maintenance of financial accounts; or
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL NOTE: Previous experience reconciling health, dental and/or other benefits preferred.

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

Placed in Classplan on 8/8/2022

Revised is Classplan on 8/19/2022

Revised and Replaced in Classplan: 2/10/2023

Revised and Replaced in Classplan: 4/8/2025 (Edu)