

Department: Personnel
Classification: Competitive
Grade: Ungraded

SPEC DISK A4
DOCUMENT 82

DEPUTY PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position where the work involves assisting the Personnel Office in various technical phases of the personnel administration. The Deputy Personnel Officer acts in the absence of the Personnel Officer. The incumbent is responsible for the Employee Benefits programs provided by Essex County. The work is performed under the general supervision of the Personnel Officer with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers the Employee Benefits Programs for Essex County;
Provides information on insurance claims and attempts to resolve any problems experienced by subscribers;
Explains and interprets benefit coverage and claims processing to employees and retirees; Monitors health insurance plans by reviewing reports and contacting carriers to verify coverage;
Acts as a liaison between the various health insurance carriers, subscribers, and the county to resolve problems;
Advises new employees on the health insurance plans available, the benefits of each plan, the premiums, and the cost to the employee;
Administers enrollment of new employees in health insurance and cafeteria plans;
Maintains liaison with health care and drug providers on behalf of employees and retirees and their dependents in order to ensure cooperation with the existing plans;
Audits monthly statements from the carriers to ensure proper payment and enrollment of subscribers;
Maintains records of town participants enrolled in county health plan and keeps record of payment by these jurisdictions;
Function as a resource for the Personnel Officer in the areas of employee benefits and personnel administration during the negotiation of labor contracts as necessary;
If needed, will attend all meetings of the Personnel Committee and the Labor Management Committee, as well as attend any other board or committee meeting upon request of the chairman thereof and/or the County Manager in the absence of the Personnel Officer;
Assists in providing general information regarding civil service, retirement and personnel transactions;
Assists the Personnel Officer in the departmental annual budget;
Represents the County on personnel matters to the public, officials and professional groups in the absence of the Personnel Officer;
May assist Personnel Officer in formulating resolutions for amending the County Civil Service Rules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge and understanding of New York Civil Service and Laws and Regulations; Good knowledge of policies, practices, procedures, and terms used in health insurance administration; good knowledge of the provisions of health insurance coverage and cafeteria plans available to subscribers; ability to read, comprehend, and explain the language of coverage and policies; good knowledge of office practices, record keeping, and auditing procedures; working knowledge of insurance carrier claim policies; ability to communicate clearly and effectively, both orally and in writing; computer skills; ability to establish and maintain cooperative working relationships with others; Ability to understand and interpret complex oral instructions and/or written directions; Ability to operate a computer and utilize common office software programs including word processing, spreadsheets

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and databases; Ability to deal effectively with the public; Ability to analyze and resolve complex problems; Physical condition commensurate with the demands of the position;

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or NYS registered college or university with a bachelors degree and three (3) years of paid experience in personnel administration, including employee benefits;
- b) Graduation from a regionally accredited or NYS registered college with an Associates degree and five (5) years of paid experience in personnel administration, including employee benefits;
- c) Graduation from high school or equivalency and seven (7) years of paid experience in personnel administration, including employee benefits;
- d) Any equivalent combination of experience and training as defined by the limits of (a), (b), or (c).

Spec

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