

Department: County
Classification: Competitive
Grade: 7 MC

SPEC DISK H8
DOCUMENT 17

EMPLOYEE BENEFITS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Personnel Office and involves responsibility for the administration of the health insurance and cafeteria plans for all active employees and retirees of the county. The incumbent serves as a liaison between plan contractors and subscribers in analyzing health insurance information and problem claims. Work is performed under the general supervision of the Personnel Officer with leeway allowed for independent judgment in carrying out the details of the work. This incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Provides guidance and advice regarding the terms and options of health benefits and general information regarding health insurance plans in the 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.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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; and 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).