

BENEFITS COORDINATOR (INSURANCE)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized supervisory and technical work of a moderately complex nature that involves responsibility for the oversight and coordination of the day-to-day functions of the County of Rockland's health insurance and related employee benefits programs. The work is distinguished from that of a Benefits Specialist (Insurance) in the complexity of assignments and the independent and supervisory responsibilities. Direct supervision is received from the Commissioner of Personnel and supervision is provided to specialized clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and oversees the day-to-day functions of the County's health insurance and related benefits programs;

Oversees and participates in the provision of information to employees and retirees regarding all aspects of health, dental, and vision programs;

Collects, organizes, and integrates data related to health insurance benefits as provided by the County of Rockland's several health insurance plans in order to ensure compliance with the Affordable Care Act's reporting requirements;

Supervises staff assigned to health insurance and related program functions;

Oversees the processing and maintenance of enrollments and insurance records;

Develops and maintains databases and queries for benefit cost analysis and associated reporting;

Acts as chief liaison with insurance carriers to resolve problems with respect to billing, coverage, procedures, etc. and to ensure that required documentation for each plan is current;

Oversees and participates in the verification of insurance coverage and eligibility for employees and retirees in accordance with the terms of collective bargaining agreements;

Organizes and conducts annual open enrollment seminars for County employees;

Participates in the review and negotiation of the annual health and dental plan renewals and makes effective recommendations for change, especially with respect to reducing insurance costs;

Meets with the Commissioner of Personnel to review new laws and regulations regarding benefits and implement changes, as necessary;

Compiles information and prepares reports as directed by the Commissioner of Personnel in order to meet New York State and federal requirements;

Acts as liaison with various plan administrators, brokers and County managers to gather information and make recommendations regarding benefit-specific policies and procedures;

Interacts with County departments to develop solutions regarding benefits (e.g. benefits related to employee terminations);

Develops and oversees the distribution of handbooks, newsletters and bulletins relative to health insurance programs;

Attends benefit seminars given by outside agencies regarding health insurance reform;

Oversees and participates in a wide variety of health insurance-related activities (e.g. calculates premium deductions for part time employees, processes statements of dependence and domestic partnership applications, etc.);

May complete a variety of special projects, as assigned.

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

Thorough knowledge of the principles and practices of health insurance, especially as they pertain to the County of Rockland health insurance programs; thorough knowledge of health insurance terminology, procedures, and applicable record keeping methods; thorough knowledge of federal, New York State, and local rules and regulations that affect employee benefit plans; ability to communicate effectively, both orally and in writing; ability to understand and interpret federal, New York State, and local regulations and requirements and implement changes, as needed, pertaining to health insurance benefits; ability to establish and maintain cooperative relationships with others; ability to use computer software in the completion of assignments*; ability to prepare reports; ability to supervise the work of others.

MINIMUM QUALIFICATIONS:

A Bachelor's degree and three (3) years of technical, supervisory, or managerial experience in a municipal (e.g., county, state, federal, or local) health insurance office; or

An Associate's degree and five (5) years of technical, supervisory, or managerial experience in a municipal (e.g., county, state, federal, or local) health insurance office.

PROMOTION: One (1) year of permanent competitive class status as a Benefits Specialist (Insurance).