

BENEFITS SPECIALIST (INSURANCE)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical work involving responsibility for coordinating and overseeing the day-to-day functions of the County's health insurance and related employee benefits programs. The work is performed under the general direction of the County Insurance Coordinator, and work guidance (e.g. lead work) may be provided to clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides information to employees and retirees regarding all aspects of health, dental, vision programs;

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

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 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;

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 County Insurance Coordinator to review new laws and regulations regarding benefits and implement changes, as necessary;

Compiles information and prepares reports as directed by the County Insurance Coordinator 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, including the Law Department, to develop solutions regarding benefits (e.g. benefits related to employee terminations);

Distributes handbooks, newsletters and bulletins relative to health insurance programs;

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

Performs 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.);

Uses computer software or other automated systems (e.g. Microsoft word, spreadsheet programs, etc.) in the completion of assignments;

May provide work guidance to County Insurance Department benefits staff, including timekeeping and payroll;

May complete a variety of special projects, when assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of health insurance; thorough knowledge of health insurance terminology, procedures and applicable recordkeeping; good knowledge of federal, New York State and local rules and regulations affecting employee benefit plans; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with others; ability to use computer software in the completion of assignments*; ability to prepare reports; ability to understand and interpret regulations and implement changes pertaining to health insurance benefits.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree and two (2) years of senior-level clerical (i.e., above entry level), technical, supervisory or managerial experience in a municipal (e.g., County, State, Federal, local) health insurance office, or

An Associate's degree and four (4) years of senior-level clerical (e.g. above entry level) technical, managerial or supervisory experience in a municipal (e.g., County, State, Federal, Municipal) health insurance office.

NOTE: Additional years of the required experience may be substituted for the college degree on a year-for-year basis, up to two (2) years for the Associate's; up to four (4) years for the Bachelor's.

*To be demonstrated during the probationary period.