

Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 10/09/2024

EMPLOYEE BENEFITS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administration of employee benefit programs. The position requires extensive familiarity with the rules, regulations, and policies that correspond to administration of employee benefits. Incumbent will establish guidelines and procedures which will be used to explain benefits to employees and retirees as they correspond with various collective bargaining agreements or personnel policies. The incumbent will also assist in providing reports and information to the Commissioner of Personnel for use in collective bargaining or other policy decisions relating to benefit administration. Supervision is not a responsibility of this class. Work is performed under general supervision of the Commissioner of Personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees the receipt and processing of premiums for the health insurance programs offered to employees and retirees;

Acts as a liaison between the County, employees, and the health insurance companies;

Informs employees and retirees of their benefits as prescribed by county policies and federal and state rules and regulations;

Interprets collective bargaining agreements as it relates to health insurance coverage;

Facilitates the health insurance portion of new hire orientation;

Assists in the collective bargaining process by supplying data and statistics with regards to health insurance, which also includes analysis of various health insurance programs;

Establishes procedures as it relates to provisions in collective bargaining agreements;

Oversees and prepares periodic reports to be used as the basis for issuing premium bills or for the payment of premiums to insurance carriers;

Assists with coordination of periodic open enrollment campaigns for health insurance options and other county offered programs;

Assists employees in filing health insurance claims;

Establishes and implements procedures and controls to assure county's compliance with requirements under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and the Family Medical Leave Act (FMLA);

Notifies employees who are separating from service of their options under COBRA, assists employees with sign-up procedures, and conducts conversion prior to expiration of regular health insurance;

Performs and oversees clerical and bookkeeping functions relating to the collection of premiums from individuals, including current employees, retirees, and individuals covered under the COBRA provisions and retiree plans;

Analyzes insurance and other benefit proposals and provides information for use by managers and/or legislators in selecting insurance vendors and in making policy decisions;

Establishes, implements, and oversees procedures to assure that benefit programs are properly applied in situations involving a paid or unpaid leave of absence;

Oversees and maintains a variety of records, rosters, files, and reports relating to all aspects of benefits administration.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of health insurance benefits; Through knowledge of benefit programs administered for county employees; Thorough knowledge of employer responsibilities under the Consolidated Omnibus Budget Reconciliation Act of 1985; Good knowledge of employer responsibilities under the Family Medical Leave Act; Good knowledge of practices, procedures, and terms used in insurance claims administration; Good knowledge of the principles and practices of double entry bookkeeping; Good knowledge of retirement benefits, eligibility, requirements, retirement procedures, and retirement system information resources; Good knowledge of regulations and mandates relating to health insurance administration; Ability to analyze health insurance and/or benefits data and to recognize significant trends or propensities; Ability to provide summaries and briefings of benefits information for managers to use in making policy determinations; Ability to maintain accurate records and reports; Ability to understand and interpret tabular material; Ability to understand and interpret written material; Ability to maintain a high degree of confidentiality; Ability to perform job assignments independently and with minimal supervision or direction; Resourcefulness; Dependability; Tact; and Courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree **AND** two (2) years of experience administering an employee benefits program; **OR**
- (B) Possession of Associate's Degree **AND** four (4) years of experience administering an employee benefits program; **OR**
- (C) Graduation from high school or possession of high school equivalency diploma **AND** six (6) years of experience administering an employee benefits program.

NOTE: Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.