

BENEFITS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving a high level of responsibility with the maintenance of employee and retiree records and the assistance with benefit program administration in accordance with prescribed standards and procedures. The work entails a high degree of accuracy and attention to detail. Duties are performed under the general supervision of the Benefits Director and Assistant Superintendent, with leeway allowed for the exercise of independent judgment in carrying out assigned duties. Supervision is not generally a function of this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist the Benefits Director with the daily operations of health insurance, and other benefit program administration for school district employees and retirees;
Processes participant enrollments, terminations and verifies eligibility for subscribers in benefit programs;
Maintains employee and retiree health insurance, workers compensation and other benefit program files;
Interpretation and implementation of various union agreements as they pertain to benefit programs;
Processes, maintains and updates computer records;
Assists subscribers with benefit related claims and questions;
Assists with reporting workers compensation injury/illness claims;
Compiles and creates workers compensation logs and reports;
Confers with School District administrative staff to compile reports, prepare cost and fringe benefit analysis, create and maintain spreadsheets as needed;
Responds to inquiries from School Districts, and corresponds with administrative staff pertaining to benefit programs;
Assists with invoices and records and verifies banking deposits;
Ability to utilize accounting, benefit and human resource software programs;
Keeps current and knowledgeable in federal and state mandated programs, such as Health Insurance Portability and Accountability Act (HIPAA), Consolidated Budget Omnibus Budget Reconsolidated Act (COBRA), Patient Protection Affordable Care Act (PPACA), Family Medical Leave Act (FMLA), etc.
May meet with groups and advise them on various benefit programs;
Conducts searches, creates correspondence and up-dates files in relation to death notices;
Assists with projects as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of benefits administration policies and procedures;
Good knowledge of federal and state mandated programs as they pertain to employee benefit programs;
Good knowledge of business math and English;
Good knowledge of employee benefit terminology, and procedures involved in processing claims;
Ability to use benefit, accounting and human resource software programs;
Ability to perform a high degree of accuracy generate spreadsheets, reports and input data;

Ability to read and interpret state and federal laws,
Ability to read and interpret labor contracts as they relate to benefit administration;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with others;
Initiative;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Accounting; Human Resources, or a related field and one (1) year of experience in the administration, explanation or processing of an employee benefit program, enrollments, or claims; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Accounting, Human Resources, or a related field and three (3) years of experience in the administration, explanation or processing of an employee benefit program, enrollments, or claims; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the administration, explanation or processing of an employee benefit program, enrollments, or claims; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) or (c) above.

NOTE: Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.