

BENEFITS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position responsible for planning, implementing, coordinating, and evaluating benefit programs provided to employees and retirees of the school district. The work is carried out in accordance with established procedures and requires the interpretation and application of Federal, State, and County laws and policies as they related to benefits administration. The work is performed under the general direction of the Assistant Superintendent, with considerable leeway allowed for the exercise of independent judgement in planning and executing the details of the work. Supervision is exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees the daily operations of the Health Insurance & Workers' Compensation benefits;
Oversees the processing and maintaining of participant enrollments for school district and BOCES subscribers;
Works closely with administrators in and/or departments in the administration of health insurance and workers' compensation benefits and with employee bargaining units within all districts participating in the consortia;
Works closely with the Workers' Compensation Consortium Third Party Administrator;
Oversees production of custom reports for component districts within the Health Insurance Consortium;
Oversees and participates in projects as required;
Represents the agency to the public, government officials, and professional groups on health insurance related matters, Worker's Compensation benefits, or other benefit programs;
Works closely with health insurance carriers and consortia consultants to lead operations;
Coordinates and facilitates advisory and executive committees of the consortia;
Prepares agenda for regular consortia board of directors meetings;
Works with the Chief Financial Officer (CFO) and consultants for long term financial planning;
Keeps current and knowledgeable in federal and state mandated programs, such as Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconsolidated Act (COBRA), Patient Protection Affordable Care Act (PPACA), and Family Medical Leave Act (FMLA);
Conducts special studies as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of benefits administration policies and procedures;
Thorough 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;
Good knowledge of benefit, accounting, and human resource software programs;
Ability to plan, supervise, and implement the activities of others;

Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with the public, government officials, and professional groups;
Ability to analyze, organize data and prepare detailed records and reports;
Initiative;
Sound judgement.

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 two (2) years of experience in the management of employee benefit programs; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in any field and three (3) years of experience in the management of employee benefit programs; or
- (c) 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 four (4) years of experience in the management of employee benefit programs; or
- (d) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in any field and six (6) years of experience in the management of employee benefit programs; or
- (e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c), and (d) above.