

SENIOR BENEFITS SPECIALIST

Code No.: 4-05-220
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This technical position is responsible for the administration and coordination of employee benefit programs at a municipality or school district. The position differs from Benefits Specialist by virtue of its' responsibility for performing more complex coordination of benefit programs including developing internal benefit plan documents and evaluating insurance plans, assisting with the supervision of staff, and/or developing training programs with greater independent decision making ability. The employee reports directly to, and works under the general supervision of the Director of Human Resources or other higher level staff member. General supervision is may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates and administers benefit insurance programs for active and retired employees according to district policies and practices;

Investigates various insurance options and companies and negotiates cost and options with vendors;

Evaluate insurance plans on a continuous basis in order to obtain the best and/or most cost-effective plans;

Schedules and conducts individual and group employee orientation sessions;

Trains and informs office staff of the different benefits associated with negotiated agreements and contracts;

Makes recommendations for changes in benefit policies and office practices;

Assists in the development and implementation of new benefit programs;

Assists in developing and maintaining department budget information;

Coordinates and conducts detailed orientation/benefit interviews with new employees to discuss fringe benefits;

Communicates and works with payroll in monitoring benefit start and end dates;

Enforces claims management procedures;

Acts as a liaison with various benefit agencies and the department concerning clarification of policies, procedures and plan updates;

Processes payroll changes in regard to salary increases, payroll deductions, etc.;

Represents the director on committees and acts in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of benefits administration policies and procedures including health insurance, pension plans, life and disability insurance etc., particular to the agency; good knowledge of benefit programs and negotiated contracts; ability to conduct benefit explanations; ability to read and interpret

federal and state laws and labor contracts as they relate to benefits explanation; ability to read and interpret federal and state laws and labor contracts as they relate to benefits administration; ability to research and evaluate available insurance plans and negotiate with vendors to obtain plans that are cost-effective; ability to compose written correspondence; ability to develop and implement benefit programs; ability to establish working relationships with others; analytical ability; ability to communicate both orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience providing professional* employee benefit support; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*professional experience does not include clerical, secretarial or receptionist type duties.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: December 9, 2010

REVISED: January 7, 2016