

BENEFITS SPECIALIST

Code No.: 4-05-091
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position involves direct responsibility for the administration of a benefits program for a large government agency. Incumbents are responsible for administering health and life insurance, pension plans and other benefits particular to the agency. The employee reports directly to and works under general supervision of a higher level staff member. General supervision 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 benefit programs particular to the agency such as life and health insurance, pension plans, tax deferred annuity, etc.;

Conducts detailed orientation/benefit interviews with new employees to discuss fringe benefits;

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

Maintains personnel files in connection with the agency's fringe benefit and compensation programs;

Counsels retirees in application and processing of retirement benefits;

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

Compiles bills and pay premium charges to insurance carriers as well as direct premium billing to certain classes of employees;

Assures or assists in enforcing claims management procedures are in effect;

WHEN ASSIGNED TO THE CITY SCHOOL DISTRICT:

Compiles bills and pay premium charges to insurance carriers;

Directs premium billing to employees.

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; ability to conduct interviews as they relate to benefits explanation; 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 compose written correspondence; ability to establish working relationships with others; ability to communicate orally and in writing; 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 an Associate's degree or 60 college credit hours, plus two (2) years paid full-time or its part-time equivalent experience providing employee benefit support; OR,
- (B) Four (4) years paid full-time or its part-time equivalent responsible clerical experience, two (2) years of which shall have been providing employee benefit support; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

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: October 22, 1981
REVISED: December 9, 2010