

ASSISTANT EMPLOYEE BENEFITS TECHNICIAN

Code No. 3-18-384

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for assisting in the administration of a variety of benefits for current and retired employees. Responsibilities include assisting in the application of new and existing Federal, State and local laws, rules and regulations governing benefits in order to provide appropriate benefits, assures proper maintenance and accuracy of personnel records, and assists with the clarification of policies and procedures. The employee reports directly to, and works under the general supervision of an Employee Benefits Technician or other higher level staff member. 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.)

Maintains personnel and payroll records and prepares reports for flexible spending accounts (FSA) program to meet mandated reporting requirements;

Ensures accuracy and resolves discrepancies related to invoice billings for various fringe benefits such as FSA, drug tests, Hepatitis B immunizations, new employee physicals, health, dental, life;

Assists in the interdepartmental research process for employees' requests for self-administered short-term (half-pay) and long-term (catastrophic) disability benefits;

Provides benefits information for monthly new hire orientation sessions;

Maintains employees' fringe benefits files, confidential medical files and Workers' Compensation files;

Organizes flexible spending accounts (FSA) open enrollments;

Assists with periodic open enrollment campaigns for health insurance options;

Assists employees and retirees with the application process for new enrollments, changes in status or retirement transfer process;

Assists as liaison with various benefits providers concerning clarification of policies and procedures.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of Social Security laws and regulations as related to retirees, working knowledge of various medical and dental plans, past and present as they apply to employees and retirees including Medicare and Medicaid; working knowledge of Federal and State laws such as the Consolidated Omnibus Budget Reconciliation Act (COBRA), the Omnibus Budget and Reconciliation Act (OBRA), the Tax Equity and Fiscal Responsibility Act (TEFRA), and the Deficit Reduction Act (DEFRA); working knowledge of benefits such as Flexible Spending, self-administered short term disability benefits, and the Employee Assistance Program (EAP); ability to apply collective bargaining agreements, past and present, as they relate to employees and retirees; ability to maintain accurate files; ability to resolve billing discrepancies; ability to establish and maintain effective professional relationships; ability to communicate both orally and in writing; ability to research and analyze related information; 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 an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience responsible for benefits administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year 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.

NOTE: Successful completion of the Certified Employee Benefits Specialist program may substitute for one (1) year of the required experience.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have 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: February 4, 1999

REVISED: April 6, 2000

REVISED: March 3, 2011

REVISED: May 8, 2014