

EMPLOYEE BENEFITS TECHNICIAN

Code No. 3-18-351
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for developing, implementing and analyzing a variety of benefits for employees, retirees and retiring employees. The employee also assists with benefit activities for employees. Responsibilities include interpreting and applying new and existing Federal, State and local laws, rules and regulations governing benefits in order to provide appropriate benefits, identify alternative benefits, address conflicting laws, and ensure compliance. The employee works closely with state and local benefit providers, and other department staff in order to develop and establish new and revised programs, and administer existing programs. The employee reports directly to, and works under the general supervision of an administrator with wide leeway allowed for the exercise of independent judgment. 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 benefits for employees, retirees and retiring employees;

Works closely with benefit providers, federal, state, and local agencies such as Social Security Administration and New York State Employee Retirement System (NYSERS);

Analyzes and interprets Federal, State and local laws to determine impact on employees and retirees and existing plans;

Reviews and balances medical billing, disputes improper billing, and resolves discrepancies;

Oversees the development of various new retirement plans for employees, establishes enrollment periods, interprets eligibility criteria, and conducts informational sessions;

Assists other staff with organizing and conducting weekly benefits orientation sessions, periodic open enrollment sessions, flexible spending open enrollments, benefits fairs, and pre-retirement seminars for employees;

Researches and approves/denies applications for retro-active retirement system membership;

Participates in the selection process for new vendors;

Maintains records and prepares reports for NYSERS, Social Security, Flexible Spending Account, and other employee benefit programs to meet mandated reporting requirements.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Retirement System requirements, regulations and various retirement plans; good knowledge of Social Security laws, and regulations as related to retirees; good knowledge of various medical and dental plans, past and present as they apply to employees and retirees including Medicare and Medicaid; good knowledge of Federal and State laws such as COBRA, OBRA, TEFRA, and DEFRA; good knowledge of benefits such as Deferred Compensation, and Flexible Spending; working knowledge of collective bargaining agreements, past and present as they apply to employees and retirees; analytical skill; ability to interpret and apply Federal, State and local rules and regulations governing retirement benefits, particularly those that conflict; ability to establish and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to address groups; 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) Six (6) years paid full-time or its part-time equivalent experience responsible for benefits administration,

three (3) years of which must have involved retirement benefits; 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, three (3) years of which must have involved retirement benefits; OR,
- (C) 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 as defined in (A) above that involved retirement benefits; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

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

SPECIAL REQUIREMENTS: 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: October 3, 1996

REVISED: March 9, 2000

REVISED: October 4, 2001

REVISED: January 3, 2019