

BENEFITS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a department head or school district administrator, an incumbent of this class monitors and facilitates the daily administration of various municipal or school district employee benefit programs such as health insurance, life insurance, dental insurance, retirement, worker's compensation, etc. In the performance of tasks related to the daily activities of benefit programs, extensive contacts will occur with employees, retirees, as well as relatives of both, insurance carriers, and agents of public entities for the purpose of insuring effective program operation and resolving individual problems. Supervision is not a function of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides explanations of benefit programs to recipients;

Utilizes program eligibility guidelines to maintain proper enrollment of beneficiaries;

Informs retirees, current enrollees and relatives of employees of their enrollment options;

Prepares newsletters and updates website to communicate plan benefit and enrollment information;

Functions as a liaison between the municipality or school district and insurance carriers;

Assists in developing performance standards for insurance carriers and ensuring accountability for high quality cost effective programs;

Computes billing of former employees and employees on leave, makes direct payments for health insurance and maintains payment ledger;

Establishes enrollment and termination dates of health insurance for new employees;

Researches all new benefit plans proposed to municipality or school district, and prepares comparative analytic and statistical reports on competing carriers for presentation to the appropriate authority within the municipality or school district;

Calculates reimbursement of Medicare payments to eligible individuals;

Keeps list of active employees who have reached age sixty-five for benefit reimbursement;

Receives and records all accident and injury reports;

Maintains employee benefit enrollment files;

Advises enrollees of COBRA benefits and costs and maintains records of COBRA enrollments and payments;

EXAMPLES OF WORK (Illustrative Only) (continued)

Processes all claims with Worker's Compensation Board;

Keeps abreast of federal and state regulations as they relate to employee benefits and coverages;

Reviews billing statements against employee enrollment records to ensure accuracy of the statement;

Attends meetings related to various benefit programs;

Assists with the development and conduct of benefit plan presentations and information sessions;

Prepares informative statistical reports for supervisor's review including data on health care costs and enrollment;

May distribute the monthly benefit costs to appropriate budget lines;

May conduct training related to various benefit programs;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of benefits administration; good knowledge of the various benefit plans offered by a municipality or school district including benefit limits, eligibility criteria, administrative and procedural requirements; good knowledge of all applicable federal, state and municipal rules, regulations, agreements, policies and procedures that affect benefit programs; good knowledge of basic medical and insurance industry terminology; good knowledge of research methods and fundamentals of statistics; working knowledge of the capabilities of automated systems equipment to produce various formats such as bills, correspondence, reports, tables, charts, and file storage; working knowledge of third party and medical provider billing and payment procedures; ability to understand and interpret laws, contracts, policies and procedures relating to employee benefits; ability to interpret and make clear and accurate analyses of facts, figures and processes; ability to present data, reports and comments clearly and concisely in either oral or written form; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; courtesy; tact; resourcefulness; integrity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience which must have included one (1) year of experience where the primary function was the administration, explanation or processing of employee benefit program enrollments and/or claims.

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college or university may be substituted on a year for year basis for up to two (2) years of the general work experience described above. There is no substitution for the one (1) year of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns & Villages,
Cities of Rye & Peekskill
School Districts
J. C.: Competitive
1j

Job Class Code:
0167 (Municipalities)
S167 (School Districts)