

BENEFITS COORDINATOR
(BOCES # 1 & 2)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for managing the collection, storage, distribution and analysis of all employee benefits. In managing all employee benefits, an incumbent will have contact with employees, retirees, as well as relatives of both, insurance carriers, and agents of public entities. An incumbent will interpret health plans and apply principles of employment law, New York State Education Department regulations, and labor relations. An incumbent also will assist the Assistant Superintendent of Human Resources with the analysis of regulatory, contractual and policy requirements as they relate to benefits for various employee groups and for individuals. Supervision may be a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manage all aspects of employee health, vision, dental, LTD, life insurance and flexible spending benefits for all active and retired employees, spouses and dependents;

Coordinates all benefit activities pertaining to employee records, plan maintenance and fiscal records;

Resolves issues as liaison between the benefits administrator and insurance providers and as liaison between the Teacher / Employee Retirement Systems and employees;

Analyzes and communicates regulatory, contractual, benefit plan and policy requirements as they relate to employee groups and individuals and implements Human Resource procedures in order to ensure compliance;

Coordinates with the IT department and third party vendors to maintain the benefits record-keeping system, manage plans and solve technological issues;

Provides explanations of benefits programs to recipients;

Prepares reports and surveys required by governmental agencies;

Prepares all required data for Human Resources for the collective bargaining process as it relates to employee benefits and all negotiations with the unions;

Prepares all data for the yearly budget process;

Monitors, inputs and reconciles fiscal and enrollment data in concert with the business department;

Prepares requisitions for payment to benefit vendors;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains confidential health records for affected employees, including Worker's Compensation cases and informs Assistant Superintendent of such situations;

Conducts research for the Assistant Superintendent on employee benefit issues and performs special and confidential assignments as directed;

Uses computer applications or other automated systems 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 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 medical and insurance industry terminology; good knowledge of research methods and fundamentals of statistics; good knowledge of the capabilities of automated systems equipment to maintain records and produce various formats such as bills, correspondence, reports, tables, charts, and file storage; good knowledge of third party and medical provider billing and payment procedures; working knowledge of information technology terminology; 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 communicate effectively and present data, reports and comments clearly and concisely in either oral or written form; ability to establish and maintain effective working relationships; ability to design, manage and implement complex, multi-location projects; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; courtesy; tact; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and two (2) years of work experience where the primary function was the administration, explanation or processing of employee benefit program enrollments and/or claims; or (b) an Associate's Degree* and four (4) years of work experience as stated in (a.)

SUBSTITUTION: A Bachelor's Degree* in Business Management, Human Resources Management or a closely related field may substitute for one (1) year of the work experience described above.

*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.

BOCES #1 & BOCES #2
J. C.: Competitive
1a

Job Class Code: S166