

DATE: July 8, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Dawn Spader, Personnel Director
244 Fair Street, Kingston, NY 12401

JOB VACANCY: Employee Benefits Specialist / Full-Time / Permanent/Provisional / Benefited

LOCATION: Co Office Bldg

SALARY: \$28.97 / hour (Grade 12)

FILL DATE: July 29, 2026



DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting employees and retirees with their health insurance benefits. The incumbent provides assistance and guidance concerning entitlements under benefits as established in collective bargaining agreements and personnel policies. The employee also has responsibility over notifying employees who are separating from service of their options under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and assisting those employees prior to the termination of their health insurance. The work is performed under the direct supervision of the Employee Benefits Administrator with leeway allowed for the exercise of independent judgment and initiative in work methods. Difficult technical or policy problems are referred to the Employee Benefits Administrator for decision or review of judgment. Supervision is not a responsibility of an employee in this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of health insurance benefits; good knowledge of employer responsibilities under COBRA; working knowledge of retirement benefits, eligibility requirements, retirement procedures and retirement system informational resources; working knowledge of State and Federal regulations and mandates and their impact on health insurance benefits; skill in disseminating information of a complex nature to others; ability to maintain accurate and complete records and reports; ability to understand and interpret statistical reports; ability to understand and interpret complex written material; ability to maintain a high degree of confidentiality; good judgment; resourcefulness; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Healthcare Administration, Healthcare Management, Human Resources or a closely related field and two (2) years of full-time paid, or its' part-time equivalent, work experience in a position responsible for providing information about employee benefit plans, including employee health insurance programs, COBRA benefits and retirement benefits; **OR**
- B. Graduation from high school or possession of a high school equivalent diploma and four (4) years of full-time paid, or its' part-time equivalent, work experience in a position responsible for providing information about employee benefit plans, including employee health insurance programs, COBRA benefits and retirement benefits; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check. This position will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.