EMPLOYEE BENEFITS ADMINISTRATOR II

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the administration and management of the Ulster County Health Insurance programs and other benefit programs for active employees and retirees. The incumbent is responsible for working closely with the County Broker of Record and Health Care carriers in implementing programs and projecting future programs. The Administrator is responsible for reconciling billing and maintaining employee and retiree records. The work is performed under the general supervision of the Ulster County Personnel Director and/or designated Deputies with considerable leeway for the exercise of independent judgment and initiative in work methods. Supervision is exercised over the Employee Benefits Unit staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reviews the provisions and effectiveness of health insurance plans and other benefit programs and makes recommendations for improving services, reducing costs and developing policies and procedures;

Reviews and analyzes existing health insurance policies, rates and risks to determine areas such as adequate coverage, premium savings and increased deductions;

Develops a long-range plan and explores and initiates refinements for the operation of the Healthcare Plan;

Assists with the preparation of the departmental budget and the overall County budget for medical and dental insurance for all active employees and retirees, including the forecasting and/or establishment of premium rates;

Reviews and analyzes potential benefits, prepares comparisons and makes recommendations regarding same for a variety of benefit plans;

Analyzes benefit proposals, costs of such proposals, makes recommendations and makes verbal and written presentations on findings/conclusions as needed;

Coordinates open enrollment activities for benefit plans and develops and conducts employee and retiree benefit fairs;

Stays informed of statutory and regulatory changes in benefit areas and advises on such changes that may have an impact;

Analyzes and prepares (monthly/quarterly) cost allocation reports;

Analyzes and reconciles monthly health insurance census, report changes and processes vouchers for payment;

Audits monthly billing statements from the health insurance carriers to ensure proper payment and enrollment of subscribers;

Assists with the development and implementation of effective new employee orientation programs, as they deal with employee benefits;

Oversees and maintains the Ulster County Employee Benefits website;

Oversees retiree billings, including contractual coverage and contacts the appropriate carrier when questions arise;

Oversees the administration of enrollments, terminations and claims for health insurance and other employee benefit programs for all active employees and retirees;

Keeps informed of health department and health services statistics and demographics, socio-economic and financial data to assess the need for new and/or improved health programs;

Monitors the healthcare field from a medical, insurance and business viewpoint reporting findings and making recommendations for new or improved health care programs;

Maintains detailed records pertaining to insurance policies, carriers and services (coverage);

Prepares periodic reports to the Ulster County Legislature summarizing health-care costs and insurance premiums and expenditures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, procedures and terms used in insurance claims administration; good knowledge of the laws, rules and regulations related to health insurance plan administration; good knowledge of employer responsibilities under COBRA; good knowledge of retirement benefits, eligibility requirements, retirement procedures and retirement system informational resources; good knowledge of State and Federal regulations and mandates and their impact on health insurance benefits; working knowledge of employee benefits afforded by collective bargaining; working knowledge of insurance policies and terms; ability to supervise the work of others; ability to provide summaries and briefings of benefits information for use in policy-making determinations; ability to analyze and resolve complex problems; ability to understand and interpret statistical reports; ability to collect and analyze data; ability to use database and spreadsheet technology and prepare and reconcile financial reports and records; ability to maintain a high degree of confidentiality; good judgment; resourcefulness; professional and personal integrity; 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 a Master's Degree in Healthcare Administration, Healthcare Management or a closely related field and a Self-Insurance Certification/Certified Insurance Counselor; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Healthcare Administration, Healthcare Management, Human Resources, Public Administration or a closely related field and two (2) years of full-time paid, or its' part-time equivalent, responsible professional work experience in managing healthcare plans, which shall have included bill reconciliation, electronic maintenance of employee and retiree records and planning and forecasting health care trends and a Self-Insurance Certification/Certified Insurance Counselor; **OR**

C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY
2919 EBA II
Classification: Competitive
Union: UCSA
MGT

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