

EMPLOYEE BENEFITS SPECIALIST (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting employees and retirees with all benefits. The incumbent provides assistance and guidance concerning entitlements under benefits as established in collective bargaining agreements, terms and conditions, and personnel policies. The employee also has responsibility for preparing benefits-related reports and summaries, and serving as day-to-day liaison to brokers, benefits carriers, service providers and vendors. The work is performed under the general supervision of a higher-level employee with leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is not a responsibility of an employee in this class. 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.

Conducts new employee benefits orientation and onboarding, advising on benefit options and coverage eligibility during and after employment, including Family Medical Leave (FMLA), Consolidated Omnibus Budget Reconciliation Act (COBRA), and retirement (as per the applicable collective bargaining agreement/terms and conditions);

Oversees the administration of enrollments, changes and terminations for all active employees and retirees;

Responds to employee and retiree inquiries regarding benefits, eligibility and rates, and works with benefits carriers to resolve issues, when needed;

Answers employee and retiree questions regarding employment and retirement policies, practices, procedures and rights;

Conducts employee benefits off-boarding, including review of coverage end dates, COBRA continuation, attendance balances, and unemployment insurance eligibility;

Serves as school liaison to benefits carriers and vendors, and assists with the reconciliation of monthly billing statements to ensure proper payment and enrollment subscribers;

Maintains retiree roster and oversees retiree billing, including retiree payments and adjustments, and Medicare Part B;

Manages employee attendance and leave, including Disability, Worker's Compensation and unpaid leave, and monitors attendance balances and benefits eligibility;

Assists with Human Resources Information Systems and employee records management, in accordance with policies and regulatory requirements;

Organizes annual benefits open-enrollment activities and notifies employees and retirees of options and/or changes in benefits, including employee contribution rates;

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

Maintains the benefits pages of the school website;

Assists with organizing and conducting employee benefits fairs, as well as wellness programs and seminars;

Keeps informed of statutory and regulatory changes in benefit areas that may impact the school.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of rules and laws governing employer responsibilities under COBRA and FMLA; good knowledge of employee benefits procedures and practices; 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 employee and retiree 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.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Healthcare Administration, Healthcare Management, Human Resources or a closely related field; **OR**

B. 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**

C. 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**

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

ULSTER COUNTY
2925 EMP BN SCH
Classification: Competitive
OA

Adopted: December 18, 2019