

ORANGE COUNTY CLASS SPECIFICATION

TITLE: BENEFITS COORDINATOR **GRADE:** 14

TITLE ABBREVIATION: BENEFIT COORD **TITLE NO.:** 6140

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: RISK MANAGEMENT **DIVISION:**

SUPERVISOR'S TITLE: RISK MANAGEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves the planning, application, coordination and administration of health benefit programs for employees of the County and the college, as well as retirees in compliance with federal and state mandates. The incumbent acts as liaison between the County and the administrators of contracted health plans. Work includes maintaining awareness over evolving insurance legislation and regulations. Work is performed under the general supervision of the Risk Management Officer with wide leeway for independent judgment. Supervision is exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Administers the employee and retiree benefit programs for the County, including health, dental, vision, Section 125, and medical health buy-out;
2. Researches, compiles, organizes and distributes all information required for the annual option transfer project in conjunction with the Risk Management Officer;
3. Researches, plans and coordinates implementation of new benefit programs and serves as liaison with all plan administrators in issues of plan year changes;
4. Determines and notifies individuals about eligibility for coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Medicare reimbursement;
5. Conducts research to provide assistance to enrollees, retirees, their children, etc. regarding claims problems, benefit coverage, Medicare coordination, etc. by phone, in person or in writing;
6. Provides input for the development and updating of computerized tracking systems regarding employee benefit programs;
7. Provides training and makes presentations to staff and County time-keepers regarding employee benefit programs;

8. Administers and serves as contact for long-term disability plan, student verification, Medicare, and HIPAA;
9. Plans, assigns and reviews the work of assigned clerical staff;
10. Maintains and updates records as required;
11. Prepares reports such as cost of plan changes, etc., as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of all federal, state and local laws, regulations and contractual agreements pertaining to health, vision and dental benefits administration; thorough knowledge of Orange County health, vision and dental benefit plans; ability to plan and coordinate complex projects; ability to plan and supervise the work of others; ability to establish and maintain good working relationships; ability to communicate effectively both verbally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher and one (1) year of experience with a government agency or business involving managing, processing or interpreting employee benefits; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Your degree or credits 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. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.