

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** BENEFITS COORDINATOR TRAINEE **GRADE:** 10

**TITLE ABBREVIATION:** BEN COORD TRNEE **TITLE NO.:** 6146

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

**DEPARTMENT:** RISK MANAGEMENT **DIVISION:**

**SUPERVISOR'S TITLE:** BENEFITS ADMINISTRATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The trainee level is used to recruit individuals who demonstrate a career interest in the health benefit field in Orange County. Trainees receive on-the-job training while performing increasingly responsible and independent activities in the area of benefits administration. Trainees will become acquainted with the planning, application, coordination and administration of employee benefit programs in compliance with federal and state mandates. Work is performed under the general supervision of the Benefits Administrator. May lead and direct clerical staff. Trainee appointments are for a period of six (6) months to one (1) year, following which incumbents receiving satisfactory ratings will be advanced to the title of Benefits Coordinator without further examination. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Receives training and assists with the administration of employee health, dental, vision benefit and flexible spending programs;
2. Receives training and organizes all aspects of the annual option transfer;
3. Receives training and researches, plans and coordinates the implementation of new benefit programs as required;
4. Receives training and determines eligibility for coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Medicare reimbursement;
5. Receives training and conducts research to provide assistance to enrollees regarding claims problems, benefit coverage, Medicare coordination, etc. by phone, in person or in writing;
6. Receives training and provides input for the development of computerized tracking systems regarding employee benefit programs;
7. Receives training and makes presentations to staff and County time-keepers regarding employee benefit programs;

8. Receives training and interprets, implements and informs all enrollees of changes in Medicare laws;
9. Receives training and may plan, assign and review the work of assigned clerical staff;
10. Receives training and may maintain and update records as required;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of all federal, state and local laws, regulations and contractual agreements pertaining to health, vision and dental benefits administration; skill in the use of computer applications such as word processing, spreadsheets, e-mail, calendar and other database applications; ability to acquire knowledge of Orange County health, vision and dental benefit plans; ability to plan and coordinate projects; ability to plan and lead the work of others; ability to establish and maintain good working relationships; ability to communication both verbally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience with a government agency or business involving managing, processing or interpreting employee benefits; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

ADOPTED: 5/18/91  
REVISED: 6/17/96 kmg  
EEO CODE UPDATE: 7/19/12  
REVISED: 12/06/16 dmc