

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** HEALTH BENEFITS SPECIALIST

**TITLE #:** 1348

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and administering all benefit programs for a school district. The incumbent promotes health insurance programs, reviews enrollment applications for completeness and accuracy and provides technical assistance to enrollees regarding benefits. The incumbent also serves as a coordinator for program administration with subcontractors and representatives of insurance companies to develop and update procedures for enrollment. The work is performed under the supervision of a designated administrator. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans and directs implementation and administration of all benefit programs for the school district;

Acts as troubleshooter and liaison between school district and insurance companies;

Investigates and resolves employee and retiree concerns and complaints;

Notifies employees and labor union representatives of changes in benefit programs;

Prepares, collects and compiles statistical and other pertinent data for collective bargaining issues;

Prepares and submits required reports to district officials, insurance companies and state and federal regulatory agencies;

Prepares employee benefits projections and makes recommendations for budgeting;

Creates and maintains a variety records and reports related to health insurance;

May perform various payroll related duties including preparation and review of payroll reports; preparation of policies used in payroll and benefits; review of payroll accounts, etc.;

May lead and direct the work of subordinate clerical staff and instruct new employees in the specialized work of a unit.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of federal, state and local rules, regulations, agreements and procedures that effect the assigned benefit programs; working knowledge of basic medical and insurance industry terminology; working knowledge of office terminology, procedures, equipment and business English; ability to communicate effectively, both orally and in writing; ability to operate a personal computer and utilize common office software programs; ability to understand and interpret complex written material; ability to prepare reports relative to program activities; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Business Administration, Health Administration or closely related field; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years experience in administering benefit programs in a public or private health care program; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience in administering benefit programs in a public or private health care program; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**JURISDICTIONAL CLASSIFICATION:** Competitive  
**ADOPTED:** 10/04/12 AT