

## HEALTH BENEFITS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for monitoring and facilitating the administration of various employee benefit programs in a school district or municipality. Responsibilities include performance of tasks relating to the daily activities of a variety of employee benefit programs, such as health insurance, life insurance, dental insurance, retirement, and others which the school district or municipality may adopt. Extensive contact is required with employees, retirees, and their relatives, as well as insurance carriers and agents of public entities. Work is performed under general supervision of a school administrator or department head, requiring the exercise of independent judgment for the purpose of ensuring effective program operation and resolving problems. Supervision is not a function of this position. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides explanations of benefit programs to recipients;  
Utilizes program eligibility guidelines to maintain proper enrollment of beneficiaries;  
Informs retirees, current enrollees and relatives of employees of their enrollment options;  
Establishes enrollment and termination dates of health insurance for new employees;  
Calculates reimbursement of Medicare payments to eligible individuals;  
Keeps list of active employees who have reached age sixty-five for benefit reimbursement;  
Maintains employee benefit enrollment files and maintains and updates database records;  
Advises enrollees of COBRA benefits and costs and maintains records of COBRA enrollments and payments;  
Keeps abreast of federal and state regulations as they relate to employee benefits and coverages;  
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the various benefit plans

HEALTH BENEFITS ASSISTANT (cont'd)

offered by a municipality or school district including benefit limits, eligibility criteria, administrative and procedural requirements; working knowledge of state and local rules, regulations, agreements, policies and procedures that affect benefit programs; working knowledge of basic medical and insurance industry terminology; working knowledge of and ability to use computer software and other systems and/or equipment to produce benefits administration documents such as bills, correspondence, reports, as well as for database maintenance and file storage; familiarity with third party and medical provider billing and payment procedures; ability to establish and maintain effective working relationships; ability to prepare detailed written reports; tact; resourcefulness; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree or completion of sixty (60) college credits and one (1) year of clerical work experience which involved the administration, explanation or processing of employee benefit program enrollments and/or claims; or
- b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical work experience, which must have included one (1) year of experience which involved the administration, explanation or processing of employee benefit program enrollments and/or claims; or
- c) An equivalent combination of experience and training as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.