

BENEFITS MANAGER

Job Code: 3110
Location: Tioga County Department of Personnel
Classification: Competitive
Salary Grade: Non-Union
Adopted: 4/94; Revised 3/96, 9/99, 8/01, 05/17 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assisting the Personnel Officer in the technical aspects of administering the Self Insured Workers' Compensation Program, employee benefits, and labor relations programs of Tioga County. Work is performed under the general direction of the Personnel Officer. Wide latitude is allowed for the use of independent judgment. Supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Establishes and maintains Workers' Compensation files for Tioga County, including Municipalities and Fire Departments;
- Compiles Workers' Compensation budget for Tioga County Self Insurance Plan;
- Processes payments to Workers' Compensation Board;
- Advises Town Supervisors, Mayors and Legislators on all benefit and Workers' Compensation issues;
- Administers benefit programs as directed by the Personnel Officer;
- Advises dependents and survivors of continuation rights as necessary;
- Reviews all personnel changes and completes appropriate benefit correspondence;
- Performs Workers' Compensation claim filing or research as needed;
- Administers COBRA program for employees and qualified dependents to enable continuation of health coverage, when required administers Tefra Law;
- Prepares annual Workers' Compensation budget, processes claims and submits requests for transfers or appropriations after analysis of bills and payments to assure monies in accounts for continuous operations;
- Completes various periodic reports and forms as required;
- Informs and assists employees with regard to the NYS Retirement System;
- Conducts new employee orientation sessions;
- Prepares board resolutions and other materials as required by the Personnel Officer;
- Maintains reference materials;
- Composes correspondence and reports;
- May supervise subordinate clerical staff

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of employee benefit programs; thorough knowledge of personnel administration; good knowledge of labor relations; good knowledge of applicable state and federal labor laws; working knowledge of NYS retirement system; ability to analyze research, salary data, fringe benefits data; ability to maintain effective working relationships with employees and management personnel; ability to communicate effectively, both verbally and in writing; ability to prepare reports; good organizational skills; good judgment; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Accounting, Business Administration or closely related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in above mentioned and two (2) years of full-time paid experience or its part-time equivalent in employee benefits, civil service, personnel or labor relations; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience or its part-time equivalent as in (b); **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c)