

## **BENEFITS COORDINATOR**

**Location:** Newark Valley Central School District  
**Classification:** Competitive  
**Salary Grade:** to be determined  
**Adopted:** 10/2018; revised 11/2018 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class monitors and facilitates the administration of various benefit programs. The work involves performing tasks relating to the daily activities of various employee benefit programs such as health insurance, dental insurance, vision insurance, retirement, and workers' compensation. Extensive contact occurs with employees, insurance carriers and agents of public entities for the purpose of insuring effective program operation and resolving individual problems. Performs related duties as required under supervision of School Business Administrator.

### **TYPICAL WORK ACTIVITIES:**

- Provides information on and descriptions of benefit programs such as health, dental, vision, workers' compensation and flexible spending programs to all new and existing employees;
- Ensures all eligible employees are appropriately enrolled in the proper program;
- Informs employees regarding changes in the various insurance plans and coverages and responds to all inquiries regarding the programs;
- Assists in the processing of insurance claims and helps in resolving related problems;
- Maintains required records and correspondence regarding the insurance programs including but not limited to cost data, eligibility requirements, current enrollees, etc.;
- Prepares required paperwork for the payment of premiums; handles Medicare reimbursement aspects of Health Insurance;
- Calculates active employees insurance premium deduction and provides updated information to payroll;
- Prepares invoice to retired employees for insurance premium and reconciles payments received;
- Maintains summary of benefits for various unions and administrative personnel;
- Assists School Business Administrator in collective bargaining and serves as a member of the District's negotiating team with the various bargaining units when needed;
- Monitors and processes all paperwork for Workers' Compensation claims in a timely fashion;
- Maintains and updates personnel records by processing reports of personnel changes and recording personnel transactions in computerized system;
- Provides administrative and clerical support to the School Business Administrator;
- Performs general office duties including answering phone calls, greeting the public and preparing reports as required;
- Organizes, manages and maintains office files.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of Microsoft Office programs including Excel and related accounting software such as QuickBooks; good knowledge of office terminology, procedures and equipment; good knowledge of the methods and procedures used in record maintenance and the processing of benefit transactions; working knowledge of the various benefit plans offered by a school district including benefit limits, eligibility criteria, administrative and procedural requirements; working knowledge of Federal, state and municipal rules and regulations, agreements, policies and procedures that effect the benefit programs; working knowledge of basic medical and insurance industry terminology; working knowledge of third party and medical provider billing and payment procedures; ability to communicate effectively with others, both orally and in

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writing; ability to establish and maintain effective working relationships; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to deal effectively with the public.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and EITHER:

- a) Completion of sixty (60) semester credit hours from a regionally accredited or New York State registered college and one (1) year of full-time (or it's part-time equivalent) clerical experience related to either human resource transactions, employee benefits, or processing payroll which involved the use of Excel spreadsheets; **OR**
- b) Three (3) years of full-time (or it's part-time equivalent) work experience listed in a); **OR**
- c) An equivalent combination of training and experience as defined by the limits of a) and b).