

Employee Benefits Manager Tompkins County

Department: Personnel, T-S-T BOCES
Classification: Competitive
Labor Grade: 86
Approved: 0
Revised: 2/97; 8/01; 1/02; 11/13
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in employee fringe benefits, civil service, personnel, or labor relations, in an agency of at least two-hundred employees; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college **AND** four years of full time paid (or the equivalent part-time and/or volunteer) experience in employee fringe benefits, civil service, personnel, or labor relations, or in an agency of at least two-hundred employees; **OR**
- (c) Graduation from a high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in employee fringe benefits, civil service, personnel, or labor relations, in an agency of at least two-hundred employees; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Tompkins County is committed to Equity and Inclusion, we encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing various phases of benefits and public personnel administration. An employee in this class is responsible for analyzing, planning, developing, publicizing and administering all health insurance, dental insurance, retirement and other employee benefits programs as appropriate. The County employee will perform these duties on behalf of the County (including TC-3 and the Tompkins County Public Library) and their employees and retirees. The BOCES employee will perform these duties on behalf of the BOCES, its affiliated school districts, their employees and retirees. The Employee Benefits Manager, with assistance from providers, will advise on procedures for obtaining maximum utilization and benefit from programs with the least cost to the consumer. The work is performed under general direction with wide leeway allowed for the exercise of independent judgment when carrying out the duties of the position. The Employee Benefits Manager will supervise subordinate staff as necessary. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Administers health and dental insurance, Worker's Compensation, NYS Retirement programs, Social Security/Medicare, deferred compensation plan, employee wellness program, flexible benefits plan, Employee Assistance Program, and other specific benefits;
Advises dependents and survivors of continuation rights in benefit areas as necessary;
Answers benefit questions for employees, dependents, survivors, retirees, hospitals, doctors, lawyers or various providers;
Collaborates with other personnel on changes which may affect monthly bills from health insurance carriers, follows up with carrier and/or provider on enrollment problems;
Formulates, implements and monitors procedural policies related to health insurance, safety, claims and loss settlement;
Analyzes health/dental benefit programs and costs/exposure and recommends programs to contain costs and reduce liability;
Conducts investigation of claims for 207-c, disability and workers compensation incident reports and develops supportive documentation for claims for processing;
Represents the County or BOCES in negotiations by designing and costing benefit proposals and recommending changes to existing programs;
Develops and conducts employee orientation on personnel management/labor relations for all County or BOCES departments;
Acts as a consultant for a wide variety of employee-employer problems;

Maintains records to provide an accurate database for health insurance premium payments;
Notifies retirees of changes relative to coverage premiums, Medicare, etc.;
Assists with claim filing or research when questions arise on payments, changes, benefits program provisions, etc.;
Oversees all aspects of the County or BOCES Worker's Compensation risk management program;
Coordinates COBRA program with contract agency when necessary;
Works with all benefit carriers to monitor costs which effect experience ratings, premiums and/or contract charges, employees' claims and/or payments;
At direction of Management, may supervise program and staff as required;
Completes various periodic reports and forms required by benefit carriers;
Assists employees with establishing correct service time and wage computation and other technical advice when filing for retirement benefits, explains options when required;
Develops and conducts weekly orientation sessions for all new employees, updating material as necessary to provide technical information relative to benefit areas and negotiated or legally mandated benefits and reviews appropriate policies;
Develops Wellness programs in consultation with other members of Wellness Committee, assists with communication of such programs;
Maintains reference materials and updates, relative to benefits areas;
Schedules and assists providers with informational sessions, enrollment meetings;
Works with all departments to secure timely and correct filing of workers' compensation claims;
Performs follow-up with employees, medical providers and carriers, including filing supplemental forms to assure that employees receive timely and correct benefits and reimbursement for out-of-pocket expense;
Requests wage reimbursements as appropriate, and computes reinstatement of fringe time if applicable;
Participates in periodic salary and benefits surveys by selection of sources, analysis of data, preparation of tabulations and recommendation of pay rates;
Assists in planning new methods and procedures for more efficient operation of the department;
Conducts studies and analyzes a variety of reports and makes recommendations to the appropriate management staff; and
Supervises a small staff by giving work assignments and reviewing results.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of policies, procedures, negotiated provisions and legal requirements in all benefit areas;
Thorough knowledge of personnel procedures to allow correct interpretation and application of benefit areas of negotiated union contracts;
Thorough knowledge of laws, rules and regulations pertaining to employee benefit programs;
Good knowledge of principles, practices and techniques of personnel administration;
Working knowledge of public administration as it applies to local government;
Working knowledge of English and statistical techniques;
Working knowledge of office technology, procedures and equipment;
Ability to communicate effectively and correctly both orally and in writing;
Ability to understand, interpret and communicate complex written material;
Ability to plan and supervise the work of others;
Ability to prepare, maintain and follow up on independent correspondence, necessary forms, reports and records as required to enable correct and timely administration of benefit areas;
Ability to relate well with employees, staff, consultants, etc. pertaining to issues involving a health/dental employee benefit program;
Ability to operate a typewriter, personal computer or word processor as required;
The employee's physical condition shall be commensurate with the demands of the position.

Originally created 11/15/1994

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