

## HEALTH INSURANCE SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises the activities of the group health insurance section of the Personnel Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position is responsible for planning, directing, and assisting in the administration of the County Health Insurance Program. Supervision is exercised over a small number of employees.

EXAMPLES OF WORK: (Illustrative Only)

Plans, assigns, and reviews the processes involved in the maintenance of coverage and in processing claims for payment under the County Health Insurance Program and Medicare;

Designs and recommends improvements in procedures;

Acts as liaison between employees and the insurance carriers;

Provides information to employees on the health insurance program, both individually and in group training programs;

Supervises the preparation of reports for submission to appropriate agencies;

Supervises the enrollment of new employees and the termination of coverage of resigning employees;

Counsels and assists employees in claim preparation, particularly in the more difficult or complex cases;

Supervises the notification of the insurance carriers of changes in employee status;

Supervises the certification of eligibility;

Audits annually the active file of enrollees against a current payroll to insure the completeness and accuracy of active enrollee file.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of New York State Health Insurance Regulations, and Medicare regulations and requirements; good knowledge of the procedures employed in the administration of the various County insurance plans; good knowledge of modern office practices; good knowledge of the principles, practices, and techniques of supervision; ability to exercise independent judgment; ability to comprehend and execute oral and written instructions; ability to plan and supervise the work of others; ability to train subordinates; ability to deal with people effectively and efficiently; accuracy; resourcefulness; tact; trustworthiness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school and either (a) four years of responsible experience in the administration of a group health insurance program; or (b) eight years of responsible experience in personnel or general administrative experience, four of which must have been related to the administration of a group health insurance plan; or (c) satisfactory equivalent combination of the foregoing training and experience.

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J. C.: Competitive  
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Job Class Code: C0526  
Job Group: IX