

BENEFITS COORDINATOR
(BOCES#2)

GENERAL STATEMENT OF DUTIES: Directs the maintenance and improvement of employee benefits for Southern Westchester BOCES; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for managing the collection, storage, distribution and analysis of all employee benefits for the Human Resources Office of Southern Westchester BOCES. The incumbent applies principles of employment law, New York State Education Department regulations, labor relations, health plan interpretation and assists the Assistant Superintendent of Human Resources in the analysis of regulatory, contractual and policy requirements as they relate to benefits for various employee groups and for individuals. Supervision may be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates all benefit activities pertaining to employee records, plan maintenance and fiscal records;

Analyzes regulatory, contractual, benefit plan and policy requirements as they relate to employee groups and individuals and implements Human Resource procedures in order to ensure compliance;

Determines technology needs for the office, coordinating with the Regional Information Center (RIC) and third party vendors to maintain the benefits record-keeping system and management of plans;

Maintains all confidential health files for the Assistant Superintendent for Human Resources;

Provides explanations of benefits programs to recipients;

Prepares reports and surveys required by governmental agencies;

Prepares all required data for Human Resources for the collective bargaining process as it relates to employee benefits and all negotiations with the unions;

Prepares all data for the yearly budget process;

Monitors and reconciles fiscal and enrollment data in concert with the business department;

Prepares requisitions for payment to benefit vendors;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains confidential health records for affected employees, including Worker's Compensation cases and informs Assistant Superintendent of such situations;

Conducts research for the Assistant Superintendent on employee benefit issues and performs special and confidential assignments as directed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of benefits administration; good knowledge of records administration in an automated systems environment; good knowledge of personnel records and systems; good knowledge of the principles of administration, applications, and interpretation of contracts and policies; good knowledge of information technology terminology; ability to understand and interpret laws, policies and procedures relating to employee benefits; ability to communicate clearly and effectively, both orally and in writing; ability to design, manage and implement complex, multi-location projects; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; initiative; tact; resourcefulness; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree and four years work experience in human resources which must have included benefits administration; or (b) an Associate's Degree or sixty college credits and six years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

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.

BOCES#2
J. C.: Competitive

Job Class Code: S166

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