PRINCIPAL BENEFITS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The Principal Benefits Administrator is responsible for developing and administering employee benefit, leave administration and other related benefit offerings, as assigned the Director of Human Resources. This position is also responsible for benefits plan management, regulatory compliance and vendor management. Supervision is exercised over lower level benefits personnel. Direct supervision is received from administrative personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and administers employee benefit programs including; medical, dental, vision, disability, New York State Local Retirement, tuition reimbursement and other benefit programs as assigned;
- Researches, evaluates and present recommendations to the Director of Human Resources for implementing the approved benefits options;
- Ensures all benefit programs are competitive, sustainable and enhance the ability to attract, retain and motivate top talent;
- Acts as primary contact and manages multiple third-party vendor relationships to ensure efficient and effective administration of all benefit plans;
- Partners with brokers to design, plan and manage the implementation, communication and administration of company-wide employee benefits programs such as health insurance, disability, retirement and other related benefit plans;
- Negotiates with brokers and insurance companies with respect to premiums, terms, conditions, renewals/modifications;
- Manages regulatory compliance including but not limited to: EEO, COBRA, HIPAA, FMLA and Disability;
- Manages all leave programs including FMLA, Personal Leave and Disability;
- Oversees the preparation and certifies the submission of all governmental compliance reporting including the Affordable Care Act (ACA);
- Provides vision, strategic leadership, planning and guidance for the benefits staff in developing and implementing benefits-related programs and services;
- Provides direction to the benefits staff;
- Creates and implements employee benefits strategy, program design, communication, administration and governance of all benefit plans;
- Acts as liaison between Human Resources Department and various unions, insurers and New York State agencies;
- Monitors, interprets and implements City, State and Federal laws regarding benefits;
- Manages all benefit vendor portals and works with Senior Benefit Administrator and with vendors to ensure all benefit line employees are trained on how to use benefit portals;
- Directs and manages activities associated with self-funded group health plans including contract negotiation and administration of third party contracts, evaluation
of vendor performance, premium equivalent rate development, stop-loss insurance, etc.;

- Serves as a committee member and attends all Healthcare Committee meetings;
- Participates in contract negotiations with respect to developing City proposals regarding employee benefits, reviewing union proposals with respect to benefits and implementing benefit changes as a result of contract negotiations;
- Audits and trains personnel on system interfaces to ensure proper delivery of benefit information;
- Seeks out unused applications within the ERP/HRIS that would serve to create electronic efficiencies in benefits management;
- Works with Information Technology department to set up trainings with ERP vendor to ensure staff are trained on all applications and new updates;
- Manages the benefit renewals and open enrollment processes;
- Updates all benefit communication materials and the City’s benefit platform or Intranet annually or as needed;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of regulations, eligibility requirements and types of health insurance and benefit programs;
- Comprehensive knowledge of basic medical and insurance industry terminology;
- Comprehensive knowledge of principles and processes for providing customer and personal services.
- Comprehensive knowledge of third party and medical provider billing and payment procedures;
- Thorough knowledge of office terminology, procedures and computer systems used;
- Ability to use Microsoft Office Suite, including Excel;
- Ability to use computer applications such as spreadsheets, word processing, calendar, email, time and attendance and database software in performing work assignments;
- Ability to use ERP or business process management software of integrated applications related to finance and human resources;
- Ability to establish and maintain effective interpersonal relationships with employees, retirees, and third party vendors;
- Ability to communicate effectively verbally and in writing;
- Good judgment;
- Tact and courtesy.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree and four (4) years of full-time paid experience (or it’s part-time
equivalent) where primary function was the administration and/or processing of employee benefit program enrollments and/or claims; OR

B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree and six (6) years of full-time paid experience where primary function was the administration and/or processing of employee benefit program enrollments and/or claims; OR

C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of full-time paid experience where primary function was the administration and/or processing of employee benefit program enrollments and/or claims.