

SENIOR BENEFITS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of higher level administrative staff, this position is responsible for the day-to-day administration of employee health benefits, leave administration and any other related benefit offerings as assigned. The incumbent will provide analytical and technical support in the delivery of benefit programs. The Senior Benefits Administrator is also responsible for managing and updating all records required for the Affordable Care Act and other Compliance reporting. Direct supervision is received from administrative personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Administers employee benefits, leave administration and other related benefit offerings as assigned, including but not limited to: New York State Local Retirement System (NYSLRS), medical, dental and vision plans, Family Medical Leave Act (FMLA) and disability;
- Participates in activities associated with self-funded group health plans including contract negotiation and administration of third party contracts, evaluation of vendor performance, premium rate equivalency calculations, stop-loss insurance, etc.;
- Manages, revises and reviews all Requests For Proposals (RFPs) for various vendors, third-party providers and consultants/brokers;
- Develops a metric to evaluate each of the RFPs to provide a numerical evaluation of the various proposers' presentations based on the scope of work and other identified characteristics;
- Manages and updates all healthcare membership lists for required annual reporting to IRS;
- Prepares accurate 1094C and 1095C reports;
- Uploads reports annually to IRS in a timely manner;
- Complies with all applicable legislation (tax regulations) that govern the retirement and benefits programs;
- Approves process flows and works with ERP/HR system to ensure proper interface with Civil Service system and other ancillary platforms;
- Trains personnel on use of portals provided by the various benefit vendors;
- Trains users on NYSLRS Online Registration system;
- Resolves issues related to billing and ensure proper interfaces with benefit information systems;
- Leads benefit meetings and open enrollment (logistics support);
- Supports Principal Benefits Administrator with carrier integration issues and works together with the Benefits Administrator;
- Responds to benefits inquiries on plan provisions and general benefits inquiries;
- Develops and delivers cost control procedures and reconciles monthly invoices and submits to Principal Benefits Administrator for approval and payment;

- Assists with the development and maintenance of benefit processes and provides education and coaching to direct reports, peers and internal/external customers;
- Assists with vendor management and plan design recommendations;
- Assists Principal Benefits Administrator with regulatory compliance including EEO, COBRA, HIPAA, FMLA and disability;
- Assists with preparation/testing for annual benefits enrollment and ongoing enrollment communications and tools;
- Assists with audit of current benefit rules;
- Assists with communications for new hires/open enrollment;
- Assists Principal Benefits Administrator and Corporation Counsel with reviewing all City and union proposals for impact on Benefits Administration prior to negotiations and works with benefit vendors to implement changes to benefit plans following union negotiations;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of regulations, eligibility requirements and types of health insurance and benefit programs;
- Thorough knowledge of basic medical and insurance industry terminology;
- Good knowledge of office terminology, procedures and computer systems used;
- Good knowledge of principles and processes for providing customer and personal services.
- Good knowledge of third party and medical provider billing and payment procedures;
- 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 two (2) 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 four (4) 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 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.