Canandaigua City Schools – Vacancy
FT- 12 mos position starting March 1, 2027.
Salary range: $50,000-$60,000/yr.

Under the NY HELP Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELP Program, please visit https://www.cs.ny.gov/help/faq.cfm.

BENEFITS SPECIALIST

MINIMUM QUALIFICATIONS: Either:

1. Possession of an Associate's Degree, or higher, AND one (1) year full-time experience, or its part-time equivalent, in providing employee benefit support; OR

2. Completion of 2 years (60 credit hours) in course working leading to a Bachelor's Degree AND one (1) year of full-time paid experience, or its part-time equivalent, as described in (1) above; OR

3. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience, or its part-time equivalent, in clerical experience which 1 year must have be in employee benefit support.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving the direct responsibility for the administration of benefit programs for the agency. Incumbents are responsible for administering health and life insurance, pension plans and other benefits particular to the agency. The work is performed under the general supervision of a higher-level staff member. General supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates benefit programs particular to the agency such as health and life insurance, pension plans, tax deferred annuity, etc.;
Conducts new employee orientation to explain and help employees enroll in benefit programs particular to the agency;
Acts as a liaison between various benefit providers and the agency concerning clarification of policies, procedures and plan updates;
Maintains personnel files in connection with the agency's fringe benefits and compensations plans;
Counsels retirees in application and processing of retirement benefits;
Processes payroll changes in regard to salary increases, payroll deductions, etc.;
Ensures that all eligible employees and retirees are appropriately enrolled in the proper benefit programs;
Compiles bills and pay premium charges to insurance carriers as well as direct premium billing to certain classes of employees;
Ensures claims management procedures are in effect.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the various benefit programs offered by the agency including benefit limits, eligibility criteria, administrative and procedural requirements; good knowledge of the methods and procedures used in

record maintenance and the processing of benefit transactions; good knowledge of the rules, regulations, eligibility criteria and labor contracts of the benefit programs; good knowledge of office terminology, procedures, and equipment;

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BENEFITS SPECIALIST

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Continued)

Good knowledge of Federal, other state and municipal rules and regulations, agreements, policies and procedures that effect the benefit programs; working knowledge of third party and medical provider billing and payment procedures; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to operator a personal computer and utilize a variety of software programs including those related to benefit programs; physical condition commensurate with the demands of the position.

APPROVED: 6/7/24
CIVIL SERVICE CLASSIFICATION: COMPETITIVE
JURISDICTION: SCHOOLS
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES