



CIVIL DIVISION
CLASS SPECIFICATION

BENEFITS COORDINATOR

DATE ADOPTED: 3/25/26

LAST REVISION:

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the planning, application, coordination and administration of health benefit programs for both employees and retirees of the school districts. The incumbent functions as a liaison between the school districts and insurance carriers. Work is performed under the supervision of a higher-level administrator. Supervision is not a regular function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Enrolls new employees for insurance benefits including, but not limited to, health, dental, and life;
2. Coordinates all benefit activities pertaining to employee records, plan maintenance and fiscal records;
3. Keeps abreast of federal and state regulations as they relate to employee benefits and coverage and ensures compliance;
4. Utilizes program and contractual eligibility guidelines to establish and maintain proper enrollment and termination dates of insurances for employees and retirees;
5. Advises enrollees of COBRA benefits and costs, and maintains records of COBRA enrollments and payments;
6. Calculates reimbursement of Medicare payments;
7. Provides insurance deduction information for payroll and tracks Flexible Spending Account enrollment and payments;
8. Receives and records all accident and injury reports; processes all claims with Worker's Compensation Board;
9. Reconciles unemployment claims, contests claims, and provides NYS Department of Labor with prior employment information;
10. Manages the annual open enrollment process for all employees;
11. Meets with employees and retirees who have questions about benefits, and with third-party vendors for benefits administration;
12. Maintains employee discount program through relationships with the business and higher education community;
13. Maintains complex spreadsheets, issues communications about benefits, and prepares annual benefits budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of all federal, state and local laws, regulations and contractual agreements pertaining to benefits administration; knowledge of laws, rules and regulations pertaining to insurance, such as General Municipal Insurance Law, Worker's Compensation Law and business law; knowledge of



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Page 2 of 2

accounting principles and practices; Skill to determine advantages and disadvantages of all types of insurance coverage including self-insurance; ability to analyze insurance needs based upon past claims and projected future claims; ability to read and interpret insurance policies; ability to work effectively with a wide variety of people; ability to communicate effectively, both orally and in writing; ability to follow oral and written directions; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelors degree in Business Administration, Public Administration, Human Resources, Accounting, Finance or a related field AND one (1) year work experience in employee benefit administration;
- OR: (B) Associates degree in Business Administration, Public Administration, Human Resources, Accounting, Finance or a related field AND three (3) years work experience in employee benefit administration;
- OR: (C) An equivalent combination of the training and experience within the limits of (A) through (B) above.

NOTE: Your degree or college credit 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.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: