



JOB POSTING #387
PLEASE POST

The City School District of Albany, New York
An equal/affirmative action employer
APSUE Employment Opportunity

<u>Date of Posting:</u>	June 28, 2017
<u>Position(s):</u>	Insurance Technician
<u>Location(s):</u>	Academy Park - Dept. of Human Resources
<u>Salary:</u>	\$33,129.10
<u>Deadline for Applying:</u>	July 12, 2017

General Statement: Under the general direction of the Human Resources Administrator or designee, this position is responsible for all aspects of insurance related benefits of the School District including: processing and coordinating all enrollment, termination, reinstatement, and changes for employees/retirees and their eligible dependents, health insurance/buyback, dental, vision, and flex spending accounts. In addition, the position is required to assist in the management, coordination and resolution of Worker's Compensation cases. This is a Civil Service position; testing is required.

Responsibilities:

- Processes enrollments, terminations, reinstatements, and changes for employees, retirees and eligible dependents in the benefit plans offered by the District;
- Prepares and coordinates FMLA and Workers' Compensation notifications and benefits as mandated by state and federal law;
- Offers customer service to employees, retirees, and eligible dependents, as well as works collaboratively with agents and vendors for all benefit and insurance related matters;
- Process Medicare Part B reimbursements;
- Ensures timely processing of letters and notifications to employees of benefit changes as the result of leaves of absence, injury, etc.;
- Works directly with the District's Payroll department to ensure that employee benefit deductions are accurate and adjusted accordingly;
- Updates the District's computer system with annual deduction global change amounts, and modifies individuals benefit information as changes occur;
- Assists in the review and processing of the District's benefits bills and notifies appropriate party of discrepancies;

- Works with the District's broker and benefits providers to ensure proper processing of subscriber claims;
- Prepares benefit comparisons, trends, and census reports;
- Prepares Workers' Compensation reports upon receipt; includes details regarding incident/injury, salary/earnings history, lost time. Calculates reimbursement requests, and attends hearings when
- Prepares written communications as required, including but not limited to open enrollment period(s);
- Enters and retrieves information in an automated information system;
- Performs related work as required.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State college with an Associate's Degree; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full time paid experience in the administration of employee insurance benefits; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Send a cover letter, resume and application to:

E-mail humanresources@albany.k12.ny.us

City School District of Albany
Office of Human Resources
1 Academy Park
Albany, N.Y. 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.