



**JOB POSTING #68**  
**PLEASE POST**

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

**Date of Posting:** September 28, 2017

**Position(s):** Administrative Assistant

**Location(s):** Academy Park – Human Resources Department

**Salary:** \$46,000.00

**Deadline for Applying:** October 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 and the coordination of FMLA and other leave of absence requests. 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;
- Responds to all FMLA requests in a timely manner;
- 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;
- Assists the Assistant Human Resources Administrator with attendance responsibilities;
- Performs related work as required.

**Minimum Qualifications:**

- Graduation from a regionally accredited or NYS registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; OR
- Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years fulltime paid experience in a supervisory capacity in an office environment; OR
- Graduation from high school or possession of a high school equivalency diploma with four (4) years fulltime paid experience in a supervisory capacity in an office environment; OR
- An equivalent combination of training and experience as defined above.

**Note:** This is a competitive Civil Service position; transfer or appropriate Civil Service Exam is required.

**Send a cover letter, resume and application to:**

Email: [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

City School District of Albany  
Office of Human Resources  
Academy Park  
Albany, New York 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.