

PROMOTIONAL OPPORTUNITY FOR CHAUTAUQUA COUNTY HUMAN RESOURCES OFFICE ONLY!!!

INSURANCE TECHNICIAN

CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

SALARY RANGE: \$25.91 - \$33.71/HOUR + BENEFITS

This is an entry level professional position designed to move persons possessing an intermediate understanding of providing operational administration of insurance programs and other employee benefit plans as assigned. Work performed is under the general supervision of the Director of Human Resources. Supervision may be exercised over a small clerical staff.

TYPICAL WORK ACTIVITIES:

- Learns and assists in the administration of the County group health insurance plans and wellness program(s);
- Learns and assists with review of the prescription drug plan and the work done by the prescription drug 3rd party administrator;
- Takes lead in answering insurance questions from employees/retirees regarding pending claims for health or prescription plans services;
- Learns and assists in the administration of the self-funded health insurance plans offered by the county;
- Participates and learns the process of researching, planning, recommending, and coordinating the implementation of new insurance/benefit programs and serves as the liaison with plan administrators in issues of plan year changes;
- Learns and assists in keeping the census of all employee members and retirees enrolled in health and prescription plans;
- Coordinates and executes changes in employee (and retiree) insurance/benefit enrollment matters with respect to life event changes;
- Learns and assists with risk management functions with respect to insurance/benefits;
- Learns and assists with providing period financial and statistical reports as required; including budgetary matters;
- Learns and assists with employee Leave of Absence (LOA) administration and related insurance/benefit coordination;
- Serves as a member of the Insurance Review Committee, provides technical assistance as necessary;
- Learns and assists employee with retirement planning concerning health insurance and pension options;
- Learns and assists in the maintenance of plan documents kept for each plan to include notes used regarding practices used in administration of plans;
- Learns and assists in COBRA administration and tracking as required under ACA;
- Assists in the examination process by supervising civil service examinations;
- May assist with the training of staff in office functions and may perform the duties of a lower title;
- Learns and assists in the development of computer software for use in the administration of insurance programs;
- Maintains records as required.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

- Health Insurance (including Dental & Vision plan) - 13 Paid Holidays
- Health Savings Account (partially funded by the County) - Vacation & Sick Time
- Personal Days
- NYSLERS Pension - NYS Deferred Compensation
- Eligible for Federal Public Service Loan Forgiveness - Wellness Program

MINIMUM QUALIFICATIONS: Candidates must be serving permanently, and have served continuously, in the Chautauqua County Department of Human Resources in the competitive class immediately preceding the date of appointment, or the date of the written examination, for two (2) years as a Personnel Relations Assistant or for four (4) years as an Operations Assistant.