

CLASS TITLE: HEALTH BENEFITS AIDE

Class Code: 02732600

Pay Grade: 15A

E.O. Code: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of duties directly related to the support and maintenance of a health benefits program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies, procedures and methods with some latitude for the exercise of independent judgement; work is reviewed usually upon completion for conformance with such policies, procedures and methods.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of duties directly related to the support and maintenance of a health benefits program.

To act as a liaison between health insurance companies and individual employees, students and parents, spouses and dependents or their beneficiaries in answering routine and/or technical inquiries, as well as clarifying any questions regarding health benefit programs.

To participate in the preparation, processing and maintenance of health insurance benefit forms and records.

To gather and prepare information required for use as a basis for important health insurance program decisions.

To maintain an effective liaison with payroll/personnel/bursar/registrar and others to ensure the proper administration of health benefit plans.

To maintain, monitor and administer a system to allow students to waive school offered coverage upon proof of comparable coverage.

To update and maintain the COBRA Administration Manual regarding changes in benefits and their entitlements.

To assist, under direction, in answering written requests and problems channeled through superiors.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the laws, rules and regulations governing the administration and maintenance of employee/student beneficiary health insurance programs; the ability to interpret and apply such provisions; the ability to plan, organize and coordinate the administration and maintenance of employee/student health insurance benefits; the ability to establish and maintain effective working relationships with state employees, students, superiors, public officials, insurance officials and others concerned with the administration of a health insurance benefit program; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible clerical position involving the application of established methods and techniques related to the maintenance of employee/student health insurance benefit programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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