

HUMAN RESOURCES SPECIALIST

TOMPKINS COUNTY

Department BOCES, Dryden School
Classification Competitive
Labor Grade _____
Approved BOCES Bd 11/04/92
Revised 6/7/00, 9/04
By AF, Commissioner of Personnel
BBP Risk Factor N/A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating a variety of personnel information and employee benefits programs. The incumbent advises employees about salary, terms and conditions of employment, benefits, including health insurance, Workers Compensation, retirement systems, Social Security/Medicare, the employee Assistance Program, COBRA, and flexible benefits. Work is performed under the general supervision of the Assistant Superintendent with wide leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Coordinates health insurance, retirement, social security, unemployment benefits for employees, retirees and survivors;
Processes new employees into group;
Advises dependents and survivors of continuation rights as necessary;
Maintains records of all personnel changes which affect monthly bills from carrier and follows up with carrier and/or providers on difficult cases;
Coordinates COBRA program for employees and qualified dependents to enable continuation of health coverage;
Coordinates work with health insurance and workers' compensation carriers to assure accurate data which might affect experience ratings and/or premiums;
Processes all unemployment insurance claims, receives, checks accuracy of data and provides all necessary data to allow benefit payment by Department of Labor;
Completes various periodic reports and forms required by health insurance, Department of Labor and workers' compensation carriers;
Establishes correct service time and wage computation for retirees when necessary;
Completes requests for wage and employment verification for banks and other lending institutions;
Maintains a computerized data base of employee attendance and provides regular notification to all employees of accumulated and extended sick, family and personal business leave;
Provides comparative salary and benefit data for various surveys and reports;
Provides individual orientation for all employees to review benefits;
Prepares confidential materials regarding employee wages and benefits for negotiations purposes;
Prepares salary and benefit notices for all employees;
Provides information to and assists departments regarding personnel benefits;
Corresponds with the NYS Teachers' and NYS Employees' Retirement Systems as necessary;
Maintains a computerized personnel data base;
Assists employees in understanding the terms and conditions of employment as specified in negotiated agreement with major bargaining units;
Receives all employment applications, maintains active files, and distributes appropriate applications to individual departments for review;
Develops vacancy notices and provides all advertising for vacancies to appropriate colleges, newspapers, professional journals, and employment agencies;

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HUMAN RESOURCES SPECIALIST (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of salary and employee benefit programs;
Good knowledge of policies and procedures related to health, dental, and prescription program benefits, coverage, and billing procedures;
Good knowledge of provisions, principles, and applications of negotiated agreements with employee bargaining units;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of business arithmetic and English;
Ability to understand and interpret laws, rules, and regulations pertaining to employee salary and benefits;
Ability to understand and interpret complex written materials;
Ability to communicate effectively, both orally and in writing;
Ability to prepare and maintain records and reports;
Ability to take and transcribe dictation;
Ability to operate an alphanumeric keyboard for word processing, spreadsheet, database or other computer applications;
Tact, courtesy, and good judgment are required;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in processing a variety of personnel transactions related to employment applications, employee salary, and employee benefits programs, such as health and dental insurance, retirement systems, leave provisions, workers' compensation and unemployment; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in processing a variety of personnel transactions related to employment applications, employee salary, and employee benefits programs, such as health and dental insurance, retirement systems, leave provisions, workers' compensation and unemployment; **OR**
- (d) Any equivalent combination of training and experience as described in (a) and (b) above.