

Town of North Hempstead- Human Resources Department

GROUP HEALTH INSURANCE SUPERVISOR

The Town of North Hempstead's Human Resource Department is seeking a Group Health Insurance Supervisor to oversee employee benefits, Workers' Compensation, and other responsibilities within the Human Resource Department.

GENERAL STATEMENT OF DUTIES

Supervises the activities of group health, medical, surgical, and dental insurance programs for Town employees; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment in planning, directing, and coordinating the work of subordinates and performing the functions involved in the administration of the Town's various group health insurance programs.

TYPICAL DUTIES

- * 1. Provides information to employees and retirees on health, medical, surgical, and dental insurance programs.
- * 2. Acts as liaison between employees and the insurance carrier.
- * 3. Enters new employees into the insurance plans.
- * 4. Prepares reports on premium payments and transmittal of premiums to the carrier.
- * 5. Plans, assigns, reviews, and performs the clerical processes involved in maintenance of insurance coverage and in preparing reports on premium payments.
- 6. Processes workers' compensation and disability claims.

***ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of group insurance contracts and their interpretation and application.
2. Considerable knowledge of office practices and procedures and their application in the use of a computerized system.
3. Knowledge of claims procedures and benefit payments under group contracts.
4. Ability to plan, organize, and supervise the work of subordinates engaged in clerical work.
5. Ability to express oneself effectively, both orally and in writing.
6. Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

and

Four years of satisfactory clerical experience in group health insurance work, including one year interpreting contracts related to group insurance programs, and one year of satisfactory experience supervising the processing of reports concerning premium payments.

***This is a provisional appointment. All applicants must be Nassau County residents, must have the above minimum qualifications, and be able to take an exam and score sufficiently to be reachable on a Group Health Insurance Supervisor list when established.**

Experience with ADP Workforce Now HR Benefits program a plus.

SALARY- \$63,789

Interested applicants should email a resume and cover letter to HR Commissioner Bob Weitzner at careers@northhempsteadny.gov