



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BENEFITS SPECIALIST

Job Number: 20001748

Job Code: 93810V231116

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 11/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs a wide variety of administrative duties to implement and execute employee benefit programs in one of the following areas: Worker's Compensation, Life Insurance, Health Insurance, Employee Assistance, and other benefit programs administered by the Kentucky Personnel Cabinet; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience in human resource administration, the administration of employee benefit programs or similar employee assistance programs, life or health insurance administration or sales, business administration, public administration, or related field OR one year of experience in administration of Kentucky Employee's Health Insurance Plan.

Substitute EDUCATION for EXPERIENCE:

Master's degree will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the above areas will substitute for the required education on a year-for-year basis. Current certification as a Certified Employee Benefits Specialist, Professional HR, Senior Professional HR, or Global HR Certification will substitute for up to two years of the required experience.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists in implementing and executing benefits programs and policies involving research, analysis, and development of modifications to programs to align to Cabinet objectives. Administers various types of enrollment/change applications from basic to advanced. Sets up benefits for new hires who are eligible for benefits; processes terminations and transfers; and all qualifying events. Responds to inquiries from state agencies, insurance vendors, and public employees regarding benefit programs. Serves as a liaison between state administered benefit programs, benefit coordinators, third party administrators, and employees. Uses HR Information System utilized by the state to process complex benefits eligibility and other benefits data to provide customer service related to benefits. Assists in troubleshooting data issues in the system. Assists in the design, update, and revision of materials describing benefit programs. Conducts training for agency and local school board personnel regarding benefits. Keeps abreast of statutory and regulatory changes regarding benefits programs for public employees. Evaluates new applications and benefit change requests for compliance with applicable federal law and regulations (including applicable IRS rules). Consults with benefit coordinators or employees to address compliance deficiencies with documentation. Administers the approval of Family Status changes to determine qualifying event criteria. Works with Flexible Spending Account program and provides information to program inquiries. Advises participants on Flexible Spending Account plans as well as COBRA. Advises agencies and employees on the Family and Medical Leave Act (FMLA). Disseminates information about state provided life insurance programs. Works with employees, insurance vendors, and benefit coordinators on billing issues and eligibility questions. Researches billing and reconciliation issues submitted from agency personnel administrators, benefit coordinators, and employees pertaining to benefit programs. Maintains operational records on participants. Communicates with state agencies, third party administrators, medical providers, employees, and citizens regarding Worker's Compensation claims and questions. Reviews worker's compensation checks for accuracy. Takes information on First Report of Injury (IA-1) by telephone and completes reports. Provides technical advice on specialized program activities. Makes presentations before employee groups to explain benefits programs and eligibility. Provides assessment and referral for employees and/or dependents' psychological, substance abuse, and marital/family problems. Maintains confidential case files. Develops and presents wellness educational sessions to employee groups. May specialize in a particular aspect of the Kentucky Employee Assistance Program (KEAP).

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically performed in an office setting. Occasional travel is required in conducting training programs for agency benefit coordinators.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.