

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**County Office Building - 175 Arsenal Street**  
**Watertown, NY 13601**  
**[www.co.jefferson.ny.us](http://www.co.jefferson.ny.us)**

Valerie M. Nugent  
Director of Human Resources

**\*A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION  
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION  
FOR  
NO. 65-878 EMPLOYEE BENEFITS SPECIALIST**

**VACANCIES:** At present, one vacancy exists in the Jefferson County Insurance Department.

**SALARY:** \$53,918 (2020 Rate)

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT  
LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

**LAST FILING DATE:** January 24, 2020

**EXAMINATION DATE:** March 14, 2020

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree and one (1) year of full time paid experience in administering an employee insurance benefits program or in reviewing and processing other health and/or medical insurance benefit program eligibility criteria.

**ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.**

**NOTE:** Finger printing may be required for this position. Any fee will be paid by the applicant.

**EXAMPLES OF WORK:** (illustrative only)

Interpret and analyze benefit plan documents, regulations and procedures to administer plans accordingly to all participants;  
Determines eligibility for employee health, dental, prescription drug, vision and long term disability programs;  
Assists in the interpretation and implementation of rules and regulations for application to and enrollment in benefit programs such as New York State Retirement, COBRA, Family Medical Leave Act and the Affordable Care Act;  
Responds to telephone and written inquiries from providers, employees and plan administrators on eligibility criteria, benefit provisions and claims handling and procedures;  
Responds to correspondence and requests from county departments and outside agencies regarding benefits related issues;  
Determines eligibility and subsequent enrollment in the various leave programs offered by the employer;  
Processes leave of absence information, including letters of explanation, plan requirements, invoicing for appropriate premiums following negotiated contract settlements and federal leave policies;  
Interprets and complies with various union agreements as they pertain to the benefit programs;  
Maintains information on retirees and retirement programs and communicates such benefits to these members;  
Meets with groups of employees and retirees to advise them on various benefit programs and procedure, including new employee orientation and annual open enrollment.

**SCOPE OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

**Advising and interacting with others**

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

**Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**Understanding and interpreting tabular material**

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

**Understanding and interpreting written material based on laws, policies, and procedures relating to health insurance, retirement and other benefits**

These questions test for the ability to read, interpret, and apply relevant laws, policies, and procedures. You will be provided with brief reading selections based on or taken from legal text, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge of the subject is required.

**Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. Use of Calculators is **RECOMMENDED** for the exam.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

\*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 12-20-19