



JOB POSTING #210 Repost
PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
Management/Confidential Employment Opportunity

Date of Posting: May 4, 2021

Position(s): Administrative Assistant – Human Resources
Monday – Friday
(Resignation)

Location(s): Academy Park

Requirements: Appropriate examination for this title is required for permanent appointment. For additional information and to apply for current Civil Service exams visit: <https://jobs.albanyny.gov/exams>

Salary: \$46,000.00

Deadline for Applying: Continuous until filled

General Statement:

Under the general direction of the Human Resources Administrator or designee, this position is responsible for all aspects of insurance related benefits of the School District including: processing and coordinating all enrollment, termination, reinstatement, and changes for employees/retirees and their eligible dependents, health insurance/buyback, dental, vision, and flex spending accounts. In addition, the position is required to assist in the management, coordination and resolution of Worker's Compensation cases and the coordination of FMLA and other leave of absence requests.

Minimum Qualifications:

- A) 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; OR
- B) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years fulltime paid experience in a supervisory capacity in an office environment; OR
- C) Graduation from high school or possession of a high school equivalency diploma with four (4) years fulltime paid experience in a supervisory capacity in an office environment; OR
- D) An equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d) above.

Responsibilities:

- Processes enrollments, terminations, reinstatements, and changes for employees, retirees and eligible dependents in the benefit plans offered by the District;
- Prepares and coordinates FMLA and Workers' Compensation notifications and benefits as mandated by state and federal law;
- Responds to all FMLA request in a timely manner;
- Offers customer service to employees, retirees, and eligible dependents, as well as works collaboratively with agents and vendors for all benefit and insurance related matters;
- Process Medicare Part B reimbursements;
- Ensures timely processing of letters and notifications to employees of benefit changes as the result of leaves of absence, injury, etc.;
- Works directly with the District's Payroll department to ensure that employee benefit deductions are accurate and adjusted accordingly;
- Updates the District's computer system with annual deduction global change amounts, and modifies individuals benefit information as changes occur;
- Assists in the review and processing of the District's benefits bills and notifies appropriate party of discrepancies;
- Works with the District's broker and benefits providers to ensure proper processing of subscriber claims;
- Prepares benefit comparisons, trends, and census reports;
- Prepares Workers' Compensation reports upon receipt; includes details regarding incident/injury, salary/earnings history, lost time. Calculates reimbursement requests, and attends hearings when
- Prepares written communications as required, including but not limited to open enrollment period(s);
- Enters and retrieves information in an automated information system;
- Assists the Assistant Human Resources Administrator with attendance responsibilities;
- Performs related work as required.

How to Apply

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

The City School District of Albany, does not discriminate on the basis of Age, Race, Color, National Origin, Religion, Disability, Sexual Orientation, Gender Identification, Gender Expression, Transgender Status, Sex, Marital Status, Domestic Violence Status, or Genetic Predispositions in employment or any of its programs and/or activities which it offers or operates, as it is required to do by the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 and the New York State Human Rights Laws.