

**INSURANCE ADVISER (HEALTH) (NY HELPS PROGRAM)****General Statement of Duties and Responsibilities**

Under general direction, with latitude for independent judgment, studies, analyzes, reviews, develops and administers employee health insurance programs and other group insurance plans as appropriate; performs related work.

**Examples of Typical Tasks**

Conducts statistical studies of rates, claim experience, cost estimates, demography, plan benefits, administrative and overhead costs of insurance carriers, experience ratings of various groups of employees or retirees.

Studies and analyzes group insurance protocols. May design and develop proposals for special programs, or the adaptation of existing programs to meet changing needs.

Analyzes and maintains information on trends and new developments in health and group insurance programs. Analyzes new legislation affecting the City's health insurance program. Reviews all health insurance contracts and any changes affecting the City's health insurance program or that of a particular agency. Determines cost figures for proposed benefit changes.

Prepares data for and participates in negotiations with insurance carriers, unions, employees and with any other concerned parties. May act as agency representative on management-union trusts.

Represent employees in grievances arising under contracts with health insurance carriers and assist with any special employee problem regarding claims.

Provides employees with information regarding health plan and assists in writing health insurance brochures and information bulletins; furnishes information for forms and press releases, etc.

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(continued)

**Qualification Requirements**

1. A master's degree from an accredited college or university with a specialization in business or public administration, financial management, or public health, and two years of full-time satisfactory experience in employee benefits or health insurance as a manager, research analyst, or underwriter, or in public health education. One year of such experience must have been in group benefits or group health insurance; or
2. A baccalaureate degree from an accredited college or university and three years of full-time satisfactory experience as described above; or
3. Education and/or experience equivalent to "1" or "2" above. Certification as a Certified Employee Benefits Specialist from the International Foundation of Employee Benefit Plans can be substituted for one year of experience. However, all candidates must have at least a baccalaureate degree and one year of experience in group benefits or group health insurance as described in "1" above

**Note:**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Insurance Adviser (Health) (40236)” as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.