



Job Posting for: Benefits Specialist

The **Greater Tompkins Co. Municipal Health Insurance Consortium** is recruiting for a **Benefits Specialist** position. The Consortium is a municipal shared service organization that started with Tompkins County municipalities and now is available to municipalities in eighteen contiguous counties in upstate NY. The Consortium currently provides health insurance to 75+ municipal entities. The Consortium provides high-quality trustworthy health insurance options, responsive service for our municipal members and their subscribers (employees & retirees) at competitive premiums. Learn more at www.healthconsortium.net.

The Consortium strongly values equity and inclusion and encourages those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A person in this position should be dedicated to high quality customer service by being compassionate, tenacious at problem solving, enjoy investigating and assisting with benefits administration issues and have a high degree of attention to details. An employee in this position will assist the Benefits Manager and Sr. Benefits Specialist in the responsibility for analyzing, planning, developing, publicizing, problem solving and administering health insurance and wellness programs for the members of the Consortium. The work requires maintaining a relationship with the member municipalities, medical and prescription benefits providers, and Consortium finance staff. Employee will work under the general direction of the Benefits Manager and supervision of subordinate staff is not generally a function of this position.

Key elements: Excellent customer service skills, effective oral and written communication skills, ability to work effectively independently, high degree of attention to detail and adheres to confidentiality and health privacy laws.

Further information about the position refer to full job description at: www.healthconsortium.net

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two-year college **AND** one (1) year of full time paid (or the equivalent part-time) experience in employee fringe benefits or relatable work; **OR**
- (b) Graduation from a high school or possession of a high school equivalency diploma **AND** three (3) years of full-time paid (or the equivalent part-time) experience in employee fringe benefits or relatable work; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

To apply, email cover letter and resume to jdrake@townithacany.gov

Also Required: File online application at Tompkins County Civil Service at: <https://www.tompkinscivilservice.org/civilservice/apply/8923>

Filing deadline: Friday, February 7, 2025

Questions contact Judy Drake, Human Resources Manager (607) 273-1721 x115

WORK LOCATION:

Health Consortium Office, 408 E. Upland Road, Suite 2, Ithaca

SALARY RANGE:

\$31.25 - 2025 hourly rate

WORK HOURS:

Full-Time 40 hours/week - Monday-Friday, 8:00 am -4:30 pm

Position will allow for some remote work hours, but mostly in office work.

Attendance at scheduled late afternoon committee meetings required.

BENEFITS:

NYS Retirement System Pension, Health, Dental, Disability and Life Insurance, paid time off and onsite parking. Work-life balance and family friendly focused environment.