

Vacancy Notice

OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: Employee Benefits Specialist

Division: Administration (Personnel)

Location: Main Campus, 110 Elwood Davis Rd., Liverpool, NY

Duties: Is responsible for assisting in the administration of the various employee benefit programs of OCM BOCES. The employee is responsible for determining benefit eligibility and explaining and interpreting benefit coverage to employees and retirees. Does related work as required.

Qualifications: Open Competitive: a) graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree and one (1) year of work experience, or its part-time equivalent, in administering an employee insurance benefits program or in reviewing and processing other health and/or medical insurance benefit program eligibility criteria; or, b) three (3) years of work experience, or its part-time equivalent, in administering an employee insurance benefit program or in reviewing and processing other health and/or medical insurance benefit program eligibility criteria.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the **Employee Benefits Specialist** eligibility list.

Salary: TBD

Starting Date: July 2022

Closing Date: Two (2) weeks from date Notice posted

For questions regarding this Vacancy Notice, please contact:

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