

GROUP INSURANCE SPECIALIST II

NATURE OF WORK IN THIS CLASS:

This is complex technical work in the administration of the group insurance programs for government employees.

Employees in this class perform the full range of complex technical duties including independent work in specialized areas of group insurance programs.

Employees often serve as team or group leaders over less experienced technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Examines death claims, dismemberment claims and disability claims for processing; verifies and provides the insurance company with the required information and documents such as last premium deduction, last work day, payroll deductions, original enrollment card, beneficiary designation; prepares recommendations on the disposition of claims and the proper handling of insurance matters.

Responds to inquiries and problems regarding the insurance benefit program and requirements; explains the program benefits coverages conversion rights and requirements to employees, retirees, and beneficiaries.

Reconciles premium payments paid to insurance companies and prepares analysis of differences, recommending appropriate adjustments or refunds; collects and verifies premium payment checks from autonomous agencies and transmits payment to the insurance companies.

Coordinates insurance matters with the various personnel agencies of the government.

Processes membership applications and provides the insurance companies with new enrollment cards, change of status and related documents; prepares necessary transmittals to payroll office.

Maintains records and prepares statistical and other reports and correspondences.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices and procedures.

Page 2

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Knowledge of the principles and practices of group insurance programs.

Ability to interpret and explain the coverages and requirements of medical, dental and life insurance programs to employees and the public .

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

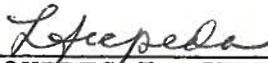
MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience as a Group Insurance Specialist or equivalent work and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: July, 1981



LOURDES F. CEPEDA, Acting
Executive Director,
Civil Service Commission