



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: January 31, 2025
RE: Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: TEMPORARY Health Benefits Specialist (Contract Admin.)
** This position is temporary (estimated: 7-months) **

Location: PEF Headquarters (Albany)

Category: 12 (USW)

Salary: \$68,341.00 – Hiring Rate (minimum)
\$97,973.00 – Step 5 (maximum)

PEF retains the right to increase the starting salary based on experience.

Interested members of staff are invited to submit their resume to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION
POSITION DESCRIPTION

Position Title: Health Benefits Specialist

Department: Contract Administration

Position Summary: Assisting the Director of Contract Administration with the implementation and ongoing recommendations relating to the health insurance programs made available to PEF members under collective bargaining agreements. Respond to informational requests and general inquiries related to health insurance. Assist the PEF Joint Committee on Health Benefits in achieving their contractual duties and responsibilities.

Qualifications: Minimum of Bachelor's degree in public health, public policy or public administration with a health specialty, or a Bachelor's degree with specific experience in health insurance administration. Working knowledge of health insurance practice; working knowledge of education and training techniques; ability to conduct seminars, lectures and workshops in a variety of health insurance related areas; ability to collect, maintain and assess statistical data on health insurance; ability to prepare detailed reports and analyses.

Key Functions:

- * 1. Develop and maintain key contacts related to implementation of the health insurance programs including, Civil Service, the Governor's Office of Employee Relations, various insurance providers and other unions.
- * 2. Assist the Director of Contract Administration and/or the Joint Committee on Health Benefits with any reports, analyses or projects related to health insurance issues.
- * 3. Assist in the preparation for and conduct of negotiations as required.
- * 4. Provide assistance to members having health insurance difficulties.
- * 5. Develop content for the Health Benefits section of the PEF Website and maintain this section as needed.
- * 6. Compile research data relating to health insurance.
- * 7. Maintain and update statistical data relating to health insurance, including utilization of benefits by PEF members.
- * 8. Design and disseminate training and other informational material relating to the health insurance programs available to PEF members, at PEF Convention, PEF leadership conferences and other meetings as required.
- * 9. Evaluates and recommends training for other PEF Staff.

* 10. Perform a wide range of tasks which may vary by group need as well as negotiation considerations.

* 11. Participate in the selection of vendors servicing health care plans, including reviewing Requests for Proposals and proposals submitted by vendors, attending vendor interviews and onsite visits, and preparing JCHB's recommendation to GOER.

* 12. Review annual HMO Specifications and proposals submitted by HMOs requesting inclusion in NYSHIP and preparing JCHB's recommendations to GOER.

* 13. Reliable and consistent attendance.

* *Key functions*

Revised 03/10