

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1406600**

<b>Assistant Director Benefit Administration, M-4</b>	<b>1406600</b>
<b>Director Employee Insurance Programs, M-5</b>	<b>1427900</b>
<b>Director Employee Benefits, M-6</b>	<b>1401600</b>

Brief Description of Class Series

Positions in this series manage the Employee Benefits Division and develop, implement, evaluate, and monitor the New York State Health Insurance Program (NYSHIP) and other benefit programs.

These positions are classified only at the Department of Civil Service.

Distinguishing Characteristics

*Assistant Director Benefit Administration:* managerial level; under general direction from Director Employee Insurance Programs, the incumbents have broad oversight responsibility for the Vendor Management Unit, Policy and Strategic Planning Unit, or the Program Administration Unit.

*Director Employee Insurance Programs:* one position class; under general direction from Director Employee Benefits, the incumbent has broad oversight responsibility for administering NYSHIP and other benefit programs provided to NYS employee/retirees and their dependents.

*Director Employee Benefits:* one position class; under general direction from Executive Deputy Commissioner, the incumbent serves as the executive manager; and oversees the Employee Benefits Division.

Illustrative Tasks

*Assistant Director Benefit Administration*

Manages day-to-day operations of assigned sections in the Division including legislative analysis, and policy and program administration and development.

Manages all section activities and staff, directing and coordinating the flow of work.

Oversees the compilation of periodic reports.

Assists the Director in developing and carrying out policy.

Represents the Division and Department at meetings, conferences, seminars, and other events related to the Department's activities.

Major functional units include the Vendor Management Unit, the Policy and Strategic Planning Unit, and the Program Administration Unit.

Within the Vendor Management Unit and Policy and Strategic Planning Unit:

- Reviews contractual performance of NYSHIP vendors.
- Works with NYSHIP vendors, the Division of Budget, and Office of Employee Relations on health insurance collective bargaining proposals.
- Monitors the adequacy of the Empire Plan Medical, Hospital, and Mental Health and Substance abuse provider networks.
- Manages the Empire Plan's prescription drug formulary.
- Reviews and drafts technical specifications for competitive procurements for NYSHIP.
- Ensures NYSHIP complies the Affordable Care Act, and all other state and federal laws and regulations.
- Examines NYSHIP's role in the statewide and nationwide health insurance market.
- Onboards new local governments, school districts, and public authorities who are interested in becoming a NYSHIP participating employer.
- Examines health insurance topics and identifies opportunities to create efficiencies in NYSHIP and other programs.

Within the Program Administration Unit, which administers various benefit programs including health insurance, paid family leave, dental insurance, vision benefits, life insurance, and other programs:

- Ensures staff are appropriately managing calls and correspondence received.
- Ensures various programs and software are delivering needed functionality to support calls and correspondence received.

- Sets performance goals related to calls, correspondence, and other aspects of customer service, and developing strategies to meet these goals.

#### *Director Employee Insurance Programs*

Serves as Deputy Director of the Employee Benefits Division.

Handles Division administrative tasks such as budget, travel, and physical plant.

Manages and maintains an organizational structure that will most efficiently accomplish the essential functions and meet the key responsibilities of each unit.

Selects and assigns staff in such a way as to implement the approved organization and achieve the desired level of productivity, quality, and improvement of program design and delivery.

Manages, trains, and motivates subordinates to improve services and increase the value of the Division's administration of Employee Benefits.

Collaborates with the Director and other senior managers in the development and articulation of program policy and a strategic plan for the Division.

Ensures compliance with Federal and State Regulations.

Collaborates with NYSHIP vendors, the Division of Budget, and Office of Employee Relations on health insurance collective bargaining proposals. Focuses on emerging healthcare trends.

Holds NYSHIP vendors accountable to performance guarantees and agreed processes per their contracts.

#### *Director Employee Benefits*

Serves as the executive manager for various non-pension benefit plans available to State and local government employees. These include health, dental, vision, life, disability, paid family leave, long term care and workers' compensation benefits.

Provides leadership and direction to staff in the Employee Benefits Division, and managerial oversight for policy development and strategic direction for NYSHIP.

Develops and implements policies related internal controls, budget development, succession planning and staff development.

Ensures compliance with legislative, regulatory, and contractual requirements of the collective bargaining agreements between the State and unions representing State employees.

Develops strategic initiatives intended to reduce program costs, increase quality, and improve the administration of the various programs for which the Division is responsible.

Develops and analyzes legislative proposals related to employee benefits, including Civil Service, Health, and Insurance law.

Provides policy advice to the executive team within the Department of Civil Service as well as other State executives.

Presents testimony on benefits issues before the legislature.

Directs procurement, negotiation, administration, and monitoring of insurance and other contracts to provide the benefits available under the various plans.

Develops premium requirements and financial management of the plans.

Oversees enrollment, billing, accounting, and authorization of premium payments.

Ensures that activities related to collection of the Medicare Part D retiree drug subsidy are completed in a timely and accurate manner.

Directs the marketing of NYSHIP to local governments.

Provides technical assistance in the administration of NYSHIP to participating local governments and public authorities.

Participates in collective bargaining.

Coordinates Department's participation in health and benefits related interagency initiatives.

### Minimum Qualifications

#### *Assistant Director Benefit Administration*

Promotion: One year of permanent service as a Human Resources Specialist 5 (Benefits) or two years of service as a Human Resources Specialist 4 (Benefits) or Human Resources Specialist 4 (Benefits Contracts).

*Director Employee Insurance Programs*

Promotion: One year of permanent service as an Assistant Director Benefit Administration.

*Director Employee Benefits*

Promotion: One year of permanent service as a Director Employee Insurance Programs.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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