



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4250

EMPLOYEE BENEFIT PROGRAMS SPECIALIST

GRADE K

SCOPE OF WORK:

Individuals in this classification provide advice and counsel to eligible employees, beneficiaries, and retirees in all areas of benefits administered by the North Dakota Public Employee Retirement System (PERS) and/or North Dakota Retirement and Investment Office (RIO).

DUTIES PERFORMED:

- Provide counseling and advisory services for members and beneficiaries of PERS, TFFR, Highway Patrol, Air National Guard, Judges, Firefighters and / or Police Retirement Systems regarding retirement planning, benefit options, retiree health insurance credit programs, prior service purchase provisions, conversion of accumulated sick leave, social security and tax reform issues, deferred compensation program, and prior service program.
- Provide benefit counseling services for group health, life, dental, vision, and long-term care insurance plans.
- Advise members on Medicare and Medicare supplement policies, COBRA provisions, and employee assistance programs.
- Counsel employees on disability retirement benefits; calculate benefits and assist employees in evaluation of disability benefit options in completing applications.
- Serve as liaison on behalf of disability applicants with medical consultant.
- Plan, schedule, present, and coordinate pre-retirement counseling seminars throughout the state.
- Develop and distribute benefit program and pre-retirement planning information; write articles for newsletter.
- Respond to all requests for information and advice from participating and non-participating employers.
- Assist in the development and interpretation of administrative policies relating to state and federal laws governing benefit programs.
- May perform various related duties to ensure effective benefit administration, such as assisting in training and providing support to payroll/personnel agents of participating employers.

<p>NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of professional level experience in group health, life, dental, and long-term care insurance, or retirement plans. Experience must have included advising, counseling, and interpreting plan provisions.

Eff. Date: 8/93

Rev: 6/96 – Change title, minimum qualifications, and pay grade.

Rev: 7/12 – Conversion to Hay System

Rev: 1/15 – Updated language to include RIO programs.