

DEPARTMENT: **NIAGARA COUNTY RISK & INSURANCE SERVICES**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **APRIL 29, 2024**

PRINCIPAL INSURANCE PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing confidential duties related to recordkeeping for the County's MuSIP and Risk Department cost allocations, licensing audits, and accounts payable, in addition to claims and administrative support tasks to further the overall work of the department, primarily involving the County's self-funded insurance coverages and related programs. This is important compliance and claims support work performed under the general direction of the Director/Plan Administrator and designee, Risk & Insurance Services Coordinator being responsible for daily supervision, exercising independent judgment as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

GENERAL ADMINISTRATION:

1. Processes bi-weekly payroll for the department;
2. Processes quarterly Wage Reimbursement –Self-Insured Plan Allocations;
3. Acts as Treasurer's Office/Accounting Team Liaison;
4. Assists the Director with annual budget preparation;
5. Performs office management functions in the absence of the Risk & Insurance Services Claims Coordinator;

NIAGARA COUNTY MUTUAL SELF INSURANCE PLAN (MuSIP) -

6. Maintains necessary records and reports, to include GML 207-c injury and illness report spreadsheets, medical record submissions, departmental (NCSO) and 207 attorney correspondence and prepares 207 claims decisions for signature and transmittal;
7. Receives Third Party Administrator (TPA) check registers, acts as departmental liaison to the Niagara County Treasurer (Accounting and Payroll), and prepares breakdown and detail of claims expense allocation upon receipt;
8. Reviews and assists in approval, completion and reporting of all administrative expenses for the Plan, including but not limited to preparing vouchers for: legal expenses, hearing charges, medical payments, indemnity checks, Ad Hoc Advisory Committee costs, loss prevention services, and other Plan activities;
9. Monitors PESH compliance through dissemination of required documentation regarding accidents/incidents;
10. Schedules recurring Workers' Compensation Team (Plan Administrator, Risk, TPA, Legal Counsel, NCSO/internal clients) and prepares meeting agendas;
11. Prepares annual assessments to MuSIP members (towns, villages, school districts, community college and volunteer fire and ambulance companies) to include quarterly wage submission to NYS;
12. Renews Employers Liability insurance, vouchers premium payment, and invoices members;
13. Collaborates with Plan Administrator/Director on MuSIP withdrawals by supplying supporting data and historical knowledge, maintains actuarial engagement and reports, including annual withdrawal liability calculation;

PROPERTY & CASUALTY, GENERAL LIABILITY, SPECIAL RISK POLICIES & INSURANCE PROGRAMS -

14. Assists in preparing budget estimates for the insurance programs on an annual basis;
15. Assists the Director, County Attorney, outside legal counsel and insurers of the County in the payment of claims, expenses, fees, and settlements, to include all required documents for Audit approval;
16. Processes refunds and claim reimbursements/subrogation;
17. Receives, prepares renewal, and files or forwards to necessary appropriate parties, applications and receipt of Public Official Bonds, and Special Risk Policies including Employer's Liability and Excess Property/Boiler & Machinery;
18. Acts as liaison with the Niagara County Information Technology Department to re-establish or substitute a claims database with claims detail, correspondence, and loss reports for use by Plan Administrator and County Attorney;

HEALTHCARE/BENEFITS ADMINISTRATION -

19. Assists with Fund reports for preparation of healthcare annual budget;
20. Prepares and processes TPA and carrier billing;
21. Assists with Medicare B deposits and payments, retiree contributions, and Plan revenue/refund/R/x rebate receipts;
22. Maintains records relating to HCRA surcharges and submits monthly electronic HCRA reports to Office of Pool Administration;
23. Assists as needed in resolving employee issues with technology applications, healthcare and employee portal ID password resets, download of ancillary benefit plan applications;
24. Assists as needed with annual open enrollment process for active and retiree healthcare program, health fairs, and Wellness Plan rollout.

CONTINUED

PRINCIPAL INSURANCE PROGRAM ASSISTANT CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

General knowledge of laws, regulations, and procedures relating to workers' compensation and volunteer fireman benefit laws; thorough knowledge of procedures involved in processing and administering property, casualty, special risks, and first party recovery insurance claims; good knowledge of departmental and County methods used in financial records, budgeting, and allocations; good knowledge of modern office terminology, procedures, equipment, and methods and of business arithmetic and English; good knowledge of the principles and techniques of clerical processing and office and personnel management; good knowledge of the organization, functions, laws, policies and regulations, terminology, programs objectives and goals of the department; good knowledge of the principles and practices of computerized records maintenance; good knowledge of the principles and modern procedures of keeping financial accounts and records, account keeping and budget control; working knowledge of public information and public relations techniques; ability to handle administrative details independently including the composition of letters and memoranda; ability to prepare budgets, operating reports, and a variety of other reports relative to program activities; ability to compile, analyze, and summarize data and background information in both narrative and numerical form; ability to participate in assigned projects and layout work for others; ability to design and maintain filing systems for the storage of records and reports; ability to maintain program accounts and budgetary data; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to review and evaluate program procedures, methods, forms, and documentation; ability to prepare and maintain detailed records; ability to establish and maintain effective working relationships with others; tact and courtesy; sound professional judgment; integrity; neat professional appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE:

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation with a Bachelor's Degree and three (3) years of full-time paid experience in a corporate or government risk management environment, full service insurance agency or brokerage; **OR**
2. Graduation with an Associate's Degree and five (5) years of full-time paid experience in a corporate or government risk management environment, full service insurance agency or brokerage; **OR**
3. Seven (7) years of full-time paid experience in a corporate or government risk management environment, full service insurance agency or brokerage.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.