

**Class Code: 1050**  
**Revised: 09/04/14**  
**Reviewed: 9/26/18**

## **GROUP INSURANCE SPECIALIST**

### **PURPOSE AND NATURE OF WORK**

This is responsible clerical work in assisting with insurance issues in accordance with Consolidated Government policy. Work responsibilities include reviewing, analyzing, and applying insurance plan information as well as compiling insurance data for various reports. Work is performed under the general supervision of the Group Health/Wellness Supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Verifies insurance coverage. Gathers information from employees and their dependents regarding initial insurance coverage. Performs routine clerical work in the printing and issuing of checks and the maintenance of current files on all employees, dependents, and retired employees. Gathers information for the preparation of reports. May prepare various reports as necessary. Collects insurance premiums for retired and contract employees, and balances monies received. Validates and issues insurance policies to new employees. Copies and files documents for the Group Insurance and Nursing section as needed. May schedule and track medical appointments for pre-placement medical evaluations and annual assessments for the City Nurse.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of health insurance claim processing principles and practices.

Knowledge of the laws and City-Parish policies and regulations applicable to the settlement of insurance claims.

Knowledge of modern office practices, procedures, and equipment including standard clerical techniques.

Ability of apply accounting and bookkeeping principles to the maintenance of fiscal and insurance records.

Ability to make moderately complex arithmetic computations and tabulations rapidly and accurately.

Ability to orally express ideas clearly and concisely to individuals.

Ability to establish and maintain effective working relationships with superiors, employees, and others.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school supplemented by experience in group health/life insurance; or any equivalent combination of training and experience.