



**STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

**TITLE STANDARD:**

**DEPUTY DIRECTOR OF HUMAN RESOURCES FOR  
JUDICIAL BENEFITS**

**Effective Date:** 02/01/2006  
**Title Code Number:** 9440641  
**Salary Grade:** NS  
**Jurisdictional Classification:** EX-CONF

**DISTINGUISHING FEATURES OF WORK:**

The Deputy Director of Human Resources for Judicial Benefits is responsible to the Administrative Director of the Office of Court Administration and the Chief of Operations of the Office of Court Administration. Under general direction, the Deputy Director of Human Resources for Judicial Benefits is responsible for the administration of benefit programs for judges and justices throughout the state. The Deputy Director of Human Resources for Judicial Benefits coordinates the delivery of all non-salary benefit packages including health insurance, life insurance and other types of insurance plans, serves as liaison with the New York State Employee Retirement System concerning judicial pension services, with the New York State Department of Civil Service concerning insurance and other benefits, answers questions from individual judges and performs other related duties.

**TYPICAL DUTIES:**

Serves as liaison with health maintenance organizations, insurance carriers and other appropriate parties concerning coverage and individual claims submitted by members of the judiciary.

Serves as intermediary between individual judges and justices and the New York State Employee Retirement System concerning issues related to pension and retirement.

Prepares packets of information explaining insurance coverages and other benefits available to the judiciary and answers specific questions from judges concerning their own packages.

Reviews new or proposed changes in benefit programs available to members of the judiciary and develops instructional and training materials for staff in local courts and administrative offices concerning these programs.

*The above statements are intended to describe the general nature and level of work being*

*performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.*

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the New York State Retirement Law and other statutes, rules and regulations affecting retirement and pension issues concerning judges.

Knowledge of health insurance alternatives, including various HMO`s, insurance carriers, their practices and procedures as they relate to benefit options for members of the judiciary.

Knowledge of the functions and organization of the unified court system and state and local governments.

Ability to read and comprehend complex and technical materials.

Ability to communicate orally in a clear and succinct manner and to communicate technical language to laymen.

Ability to handle sensitive information on a confidential basis.

Ability to work independently.

Ability to establish work priorities.

Ability to organize factual and numerical data into clear and logical sequences.

### **QUALIFICATIONS:**

One (1) year in the Chief Management Analyst or Chief Personnel Analyst title;

**or**

Bachelor`s degree from an accredited college or university and eight (8) years of relevant administrative experience;

**or**

Master`s degree in Public or Business Administration from an accredited college or university and five (5) years of relevant administrative experience;

**or**

An equivalent combination of education and experience.