

HIDALGO COUNTY

DEPARTMENT OF BUDGET AND MANAGEMENT

Job Title: Employee Benefits Specialist

FLSA Status: Non-Exempt

Department: 115-001

Civil Service Status: Non-Exempt \

GENERAL JOB DESCRIPTION:

Under the direction of the Manager, Employee Benefits Section, this position plans, coordinates, and administers a comprehensive health benefits program for County employees, their dependents, and retirees, including related voluntary insurance products, and provides assistance to the employees of Hidalgo County and affiliated insurance pool agencies with information pertaining to medical insurance, supplemental insurance and COBRA election. This position is also responsible for coordinating the benefit renewal process working with insurance agents, third party administrators and vendors, and facilitates the open enrollment process.

EXAMPLES OF WORK PERFORMED:

1. Coordinate and administer components and activities of the Hidalgo County Health Benefits Program by implementing approved policies and procedures to achieve goals and objectives and ensure compliance with county and legal requirements.
2. Coordinate with insurance agents, consultants, and third party administrators to provide optimum service within the limits imposed by program structure.
3. Serve as primary resource for information regarding benefit plans, policies, and procedures; interpret benefit plan documents and program guidelines, regulations and policies; and provide information where judgment, knowledge, and interpretations are called for.
4. Monitor program activities by compiling data preparing reports, reviewing and reconciling monthly claims summaries, cost reports, billing summaries and insurance benefit usage reports.
5. Provide training and education to County employees, insuring their familiarity with terms and conditions of benefit programs through the development and presentation of employee orientations, benefit fairs, newsletters, meetings, seminars, and informational packets.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of department policies and procedures.
2. Knowledge of employee benefits programs and insurances offered by Hidalgo County.
3. Knowledge of federal, state, and local regulations, rules, and laws applicable to County benefit programs.

4. Knowledge of health insurance industry rating practices and coverage plans, including indemnity plans, health maintenance organizations, preferred provider organizations and self-funded plans.
5. Ability to plan, coordinate and administer the County health benefits program and coordinate activities as needed.
6. Ability to evaluate insurance programs and their components to determine the impact on the County benefit package.
7. Ability to interpret health benefit program rules, regulations, policies, and procedures.
8. Skill in selecting, supervising and evaluating the work of assigned staff.

EDUCATION AND EXPERIENCE:

1. A bachelor's degree from an accredited college or university in Business Administration, Marketing, Economics, or a closely related field, plus two years experience in employee benefits programs with responsibility for analyzing plans, recommending contract terms, and implementation of policies and procedures, or;
2. An associates degree or 60 college hours and eight years of experience in health insurance and employee benefits programs related to governmental agencies. Education and experience may be substituted for one another as appropriate.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License and must have liability insurance;
- Must be able to be insured by the County's Insurance carrier;

OTHER ESSENTIAL SKILLS AND ABILITIES:

1. Solid knowledge of insurance laws.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively and make presentations to small and large groups'
4. Maintain and update insurance caseload and databases.
5. Respond in a timely manner to questions, concerns, or requests from employees regarding insurance enrollments or deletions. Work independently in the absence of supervision;
6. Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

All employees are required to adhere to the County's Accident Prevention Program and all County safety policies and procedures.