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HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: DBM – EMPLOYEE BENEFITS

REQUEST DATE: 05/01/09

DEPARTMENT NUMBER: 115

PROGRAM NUMBER: 065

CURRENT SLOT #: 0001

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

W/C DIVISION ADMINISTRATOR

Classification/Position Title

\$60,060.00

Pay Grade/Salary

REQUESTED ADJUSTMENT:

DIRECTOR EMPLOYEE BENEFITS DIVISION

Classification/Position Title

\$67,158.00

Pay Grade/Salary

COMMITTEE RECOMMENDATION

DIRECTOR EMPLOYEE BENEFITS DIVISION

Classification/Position Title

\$67,158.00

Pay Grade/Salary

COMMENTS:

SIGNATURES

[Signature]
Human Resources Representative

5/4/2009
Date

[Signature]
County Treasurer Representative

05/04/09
Date

[Signature]
Budget & Management Representative

5/04/2009
Date

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)



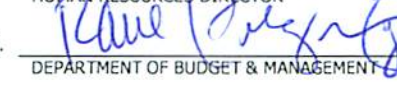
Change from responsibility of Worker's Comp Program to responsibility for all health related insurance programs including FMLA, COBRA, Worker's Comp and health insurance. Additional responsibilities were assigned when all health related programs were organized under the Employee Benefits Division. New job description attached.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Under Classification Plan: From Grade 16 Step 4 (65,071) to Grade 18 Step 1 (68,687)

1.	 DEPARTMENT HEAD	5/9/09 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/4/2009 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/09/09 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY

DEPARTMENT OF BUDGET AND MANAGEMENT

NEW

JOB TITLE: Director, Employee Benefits Division

FLSA STATUS: Exempt

DEPARTMENT: 115 - 001

CIVIL SERVICE STATUS: Non - Exempt

GENERAL JOB DESCRIPTION:

Under the direction of the Chief Administrator, Department of Budget and Management, this position directs and manages all aspects of the County's Worker's Compensation – Self Insured Program and the County's Health Insurance – Self Insured Program. The Director manages all contracts with Third Party Administrators and other insurance providers. The Director also administers FMLA, COBRA, Unemployment Compensation, and the County's Absence Control Policies and Procedures. The Director is responsible for developing and maintaining an Employee Benefits Handbook.

EXAMPLES OF WORK PERFORMED:

1. Coordinates the development and completion of required actuarial reports for the self insured programs;
2. Manages the efficient annual and ongoing enrollment of employees to the various insurance programs;
3. Manages the accurate reconciliation of insurance enrollment between the insurance administrators/providers and county payroll and other records;
4. Insures that all insurance billings and premium collections are completed in a timely and accurate manner;
5. Maintains a proactive workers' compensation program to insure accurate and appropriate claims administration and to prevent fraud, waste and abuse of the program;
6. Administer the County's Absence Control Policy, the Family Medical Leave Act, and COBRA requirements;
7. Administer the processing of unemployment claims in a manner that will minimize County liability;
8. Comply with HIPPA and Open Records Rules as appropriate;
9. Insure that assigned staff are properly trained and that appropriate performance plans are developed and maintained;
10. Performs other duties as assigned

MINIMUM QUALIFICATIONS:

In addition to the educational requirement listed below, this position requires at least four years of full-time experience in the administration of health and workers' compensation insurance administration, budget preparation, financial management, governmental management, statistical analysis, or other responsible analytical or professional work that provided a knowledge of health insurance policies and procedures, worker compensation requirements, actuarial analysis, and related state and federal requirements.

A bachelor's degree from an accredited college or university in accounting, business administration, public administration or related field is required. Two years of the required work experience may be substituted for each year of the required education with a maximum substitution of two years.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Health and Workers' Compensation insurance administration;
Knowledge of the principles of organization and management;
Knowledge of state and federal requirements related to COBRA, FMLA and Unemployment Compensation;
Ability to analyze insurance management information;
Ability to develop and implement insurance and related policies and procedures;
Ability to analyze problems and develop and present alternative solutions;
Ability to plan work of staff compiling insurance and other program data;
Ability to communicate orally and in writing;
Ability to maintain effective working relationships with others;
Skill in the use of computer software to analyze data;

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must have a current valid Texas Motor Vehicle Operator's license
Must be able to be insured by the County's insurance carrier.
Must have liability insurance.

OTHER SKILLS AND ABILITIES

May be assigned other duties in addition to those listed; duties may change according to the changing needs of the Department of Budget and Management and/or 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, walk, sit, use hands, handle or feel objects. The employee may also need to climb, balance, stoop, or kneel. The employee must occasionally lift and/or move heavy items or

objects. 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 conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

MENTAL REQUIREMENTS

Maintain mental capacity appropriate to the performance of assigned duties and responsibilities which may include the following:

- Making sound decisions and using good judgment
- Handling budgetary and financial affairs effectively and honestly
- Maintaining confidentiality
- Demonstrating intellectual capabilities

OTHER REQUIREMENTS

Effectively handle a work requirement and conditions which involve the following”

- 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

Required to follow all County and department safety policies and procedures

HIDALGO COUNTY

DEPARTMENT OF BUDGET AND MANAGEMENT

OLD

JOB TITLE: Workers' Comp. Division Administrator FLSA STATUS: Exempt

DEPARTMENT: 115 -001 CIVIL SERVICE STATUS: Non - Exempt

GENERAL JOB DESCRIPTION:

Under the general direction of the Chief Administrator, Department of Budget and Management, the Workers' Compensation Division Administrator manages and oversees all aspects, including but not limited to, the financial and programmatic operations of the Hidalgo County Self-Insured Workers' Compensation Program, including preparation of agenda items, and processing of financial documents. Administrator will oversee the Divisions' objective of claims management, loss control, cost management and information services for the workers' compensation program of Hidalgo County.

MINIMUM QUALIFICATIONS:

To perform this job successfully, the Administrator must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION AND EXPERIENCE:

1. High School Graduate or GED
2. Some college and/or training preferred
3. Minimum of 5 years workers' compensation claims management experience with medium to complex workers' compensation claims
4. Successful and proven experience in managing workers' compensation claims with a high case load
5. Experience with state or local government with at least 2 years experience in agenda item preparation, project management, and coordination with management of other agencies
6. Knowledge of MicroSoft Word, Excel, and PDF Files.
7. Modern office procedures, methods and computer equipment
8. Experience with team concept, including TPA adjusters, case managers, private investigators, and medical providers.
9. Extensive knowledge of current Texas Department of Insurance-Division of Workers Statutes and Rules
10. Must have a valid Texas Driver's License and must be able to be insured by County Insurance Carrier.

MANDATORY REQUIREMENTS:

1. English/Spanish usage, spelling and grammar.
2. Ability to multi-task with efficiency while accurately managing large amount of data.
3. Prompt and regular attendance, with adherence to Civil Service Regulations
4. In-depth knowledge of current Texas Workers' Compensation statutes and rules.
5. Good organizational and planning skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implements and/or maintains reactive workers' compensation claims administration through procedures and practices.
2. Oversees Workers' Compensation staff duties and responsibilities.
3. Trains and evaluates office staff.
4. Prepares incurred loss reports as needed.
5. Serves as project leader, facilitator or staff representative on a variety of special project related to the County of Hidalgo's Self Insured Workers' Compensation Program.
6. Assists in coordinating requests for proposals for related workers' compensation coverage and other contracts related to the workers' compensation program.
7. Coordinates research to identify, evaluate and implement innovative approaches for cost effective workers' compensation policies and procedures.
8. Ability to work effectively with elected officials, county departments, and other county government entities.
9. Coordinate with Division Supervisor to ensure that information requested by TPA Adjuster be processed and reported timely.
10. Review claims weekly or as needed with TPA Claims Adjuster and Division Supervisor including the follow up of loss time claims.
11. Works directly with Division Supervisor, TPA Claims Adjuster and medical provider to return injured workers to work as soon as medically possible.
12. Oversees the County's Absence Control Policy and Family Medical Leave Act.
13. Assist with the designation of Family Medical Leave Act for eligible employees.
14. Review all safety reports with Division Supervisor before processing to TPA.
15. Attend Benefit Review Conferences (BRC) and Contested Case Hearing (CCH) if required.
16. Comply with HIPAA and Open Records Rules.
17. Maintain confidentiality of information discussed and/or documented within the Workers' Compensation Division.
18. Attend appropriate training in order to maintain current educational level of The Texas Department of Insurance/Workers' Compensation Division Statutes and Rules.
19. Prepares department operating budget based on organization's performance, and actual and historical expenditure data.
20. Reviews TPA's requests for reimbursement and prepares agenda item for approval.
21. Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

SUPERVISORY RESPONSIBILITIES:

Directly supervises employees in the Workers' Compensation Program. Administrator will carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include, but are not limited to, interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complains and resolving problems.

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; walk; sit; use hands to fingers, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel. The employee may occasionally lift or move over 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 and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

SAFETY REQUIREMENTS:

Maintain physical conditions 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
- 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
- Communicating with others

ACCIDENT PREVENTION PROGRAM:

All employees are required to follow county safety regulations.