

CLAIMS INVESTIGATOR I

GRADE: 11

GENERAL DESCRIPTION

Performs (entry-level) claims investigator work; under general direction, works in assisting Claims Investigator II to investigate and process claims against the county and makes recommendation to eliminate and deter future claims.

EXAMPLES OF WORK PERFORMED

Assists in providing advice on making a claim and the processes involved

Assists in investigating claims of property damage and personal injury involving the county of Hidalgo

Assists in investigating reports of premise defects, damages or other potential hazards

Assists in recommending settlement with claimants or legal representatives

Identify and advise appropriate department of problems or situations which present potential liability to county

Assists in gaining information from other professionals, such as the police and medical and technical staff

Respond to inquiries on the proper procedures to file a claim

Assist in processing claims and maintains status files

May travel within a working day (to meet clients) is frequent

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (1) year of experience with investigations related to claims of property damage, personal injury, liability, etc. Associates Degree in Business or related field. Bachelors Degree preferred. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of investigative techniques

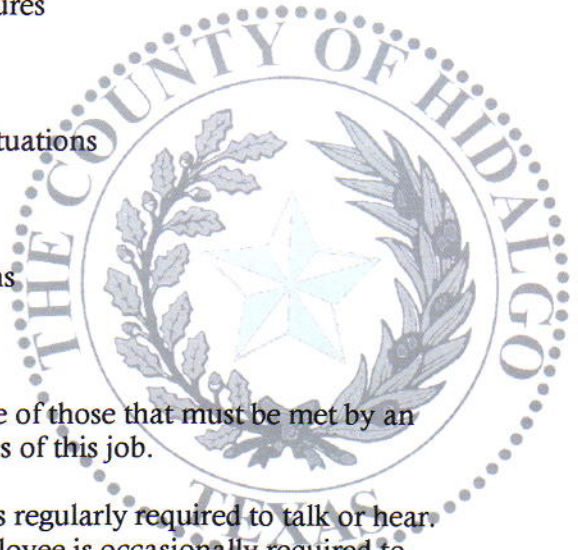
Knowledge of insurance industry practices and procedures

Good numeracy and literacy skills

Initiative and the ability to adapt quickly to different situations

Skill in preparing and maintaining case files

Ability to use tact and diplomacy in all communications



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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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 encounter 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

Maintain mental capacity which permits:

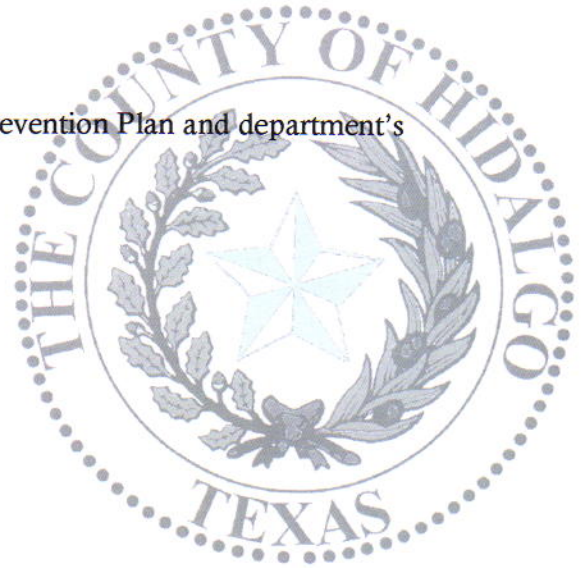
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-22202-419-50-115-065-0

AI - 26638

DBM - W/C DIVISION

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplern. 117	Auto A. 118	Clothing 119		
8	113	CLAIMS INVESTIGATOR II	13	1	\$46,747.00	\$46,747.00	\$46,747.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,167.00
9	113	WC SPECIALIST II	11	3	\$42,884.00	\$42,884.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	113	WC SPECIALIST I	9	1	\$34,360.00	\$34,360.00	\$34,360.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,780.00
11	113	WC SPECIALIST I	9	1	\$34,360.00	\$34,360.00	\$34,360.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,960.00
		PROPOSED: NEW POSITION ↓												
0012		CLAIMS INVESTIGATOR I	11	1	\$40,078.00	\$40,078.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL					\$198,429.00	\$198,429.00	\$115,467.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116,907.00

Approval to create one (1) full time Claims Investigator I position, slot no. 012.

ACCOUNTANT IV

GRADE: 14

GENERAL DESCRIPTION

Employee performs complex accounting work. Work involves preparing and overseeing the preparation of financial statements, records, and reports. May specialize in some phase of accounting work such as federal funds accounting; property and equipment control, cost, payroll, or bond servicing. May assign and/or supervise the work of others. Employee works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares financial statements, budgets, vouchers, and payrolls submitted by the agency

Prepares technical reports on estimates, cost data, and budget limits

Prepares monthly status analyses of funds and expenditures

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Maintains and/or oversees the maintenance of systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs

Reviews various records, reports, applications, and contracts

May instruct staff on the maintenance of accounting records on expenditures and revenue collected, the positing of general ledgers, and the posting of journals

May approve and sign expense accounts and purchase vouchers submitted for payment

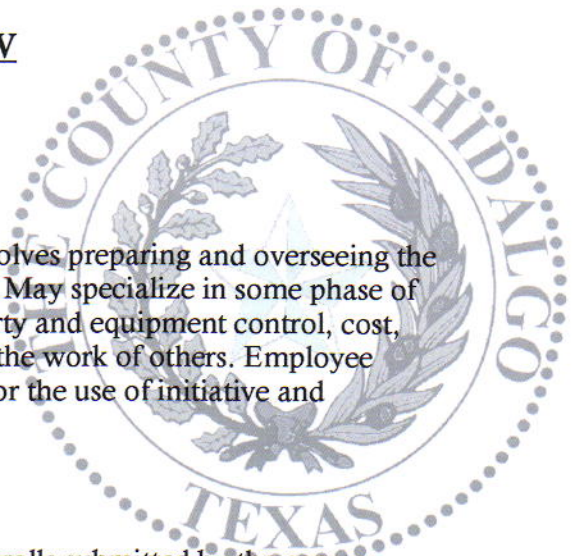
May assist in planning accounting and clerical work procedures

May direct the maintenance of accounting records on receipts and disbursements

May allocate tax revenues to the appropriate funds

May assign and/or supervise the work of others

Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to five (3-5) years demonstrated experience in accounting, governmental accounting, or commercial accounting, including supervisory experience; Graduation from an accredited four-year college or university with major course work in accounting or finance with 15 hours of accounting courses.

Knowledge, Skills, and Abilities

Knowledge of the agency's fiscal program; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations

Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, and to assign and/or supervise the work of others

Knowledge in Uniform Grants Management Standards (UGMS) and GAAP

PHYSICAL DEMANDS:

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**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

**1-2201-415-00-115-009-0
HEALTH BENEFITS ADM**

AI - 26638

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION	
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0007	113	ADMINISTRATIVE ASSISTANT II	6	6	\$32,051.00	\$32,051.00	\$32,051.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,051.00
0008	113	DIRECTOR EMPL BNFTS DIVISION	18	1	\$68,687.00	\$68,687.00	\$68,687.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,227.00
0009	113	CLERK IV	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,909.00
0010	113	ADMINISTRATIVE ASSISTANT II	6	1	\$27,276.00	\$27,276.00	\$27,552.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,552.00
0011	113	EMPLOYEE BENEFITS SPECIALIST II	11	3	\$42,884.00	\$42,884.00	\$42,884.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,784.00
		PROPOSED: NEWPOSITION ↓												
0012		ACCOUNTANT IV	14	1	\$50,487.00	\$50,487.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL						\$251,874.00	\$201,663.00	\$1,860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$203,523.00

Approval to create one (1) full time Accountant IV position, slot no. 012.