



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III, EMPLOYEE BENEFITS**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Budget Officer, 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

Coordinates the development and completion of required actuarial reports for the self-insured programs

Manages the efficient annual and ongoing enrollment of employees to the various insurance programs

Manages the accurate reconciliation of insurance enrollment between the insurance administrators/providers and county payroll and other records

Insures that all insurance billings and premium collections are completed in a timely and accurate manner

Maintains a proactive workers' compensation program to insure accurate and appropriate claims administration and to prevent fraud, waste and abuse of the program

Administer the County's Absence Control Policy, the Family Medical Leave Act, and COBRA requirements

Administer the processing of unemployment claims in a manner that will minimize County liability

Comply with HIPPA and Open Records Rules as appropriate

Insure that assigned staff is properly trained and that appropriate performance plans are developed and maintained

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) college or university in Business Administration, Public Administration or related field

Five (5) 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

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

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

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 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 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
- standing 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 County of Hidalgo Accident Prevention Plan and department's safety regulations