



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EMPLOYEE BENEFITS SPECIALIST II**
Grade: 11

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

Performs a variety of routine, moderately complex administrative, technical and professional duties. Assists in the planning, coordination, and administration of a comprehensive self- insured health benefits program for County employees, their dependents, and retirees. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinate and administer components and activities of the Hidalgo County Health Benefits Program

Implement approved policies and procedures to achieve goals and objectives and ensure compliance with county and legal requirements

Coordinate with insurance agents, consultants, and third party administrators to provide optimum service within the limits imposed by program structure

Serve as primary resource for information regarding benefit plans, policies, and procedures

Interpret benefit plan documents and program guidelines, regulations and policies

Provide information where judgment, knowledge, and interpretations are called for

Monitor program activities by compiling data preparing reports, reviewing and reconciling monthly claims summaries, cost reports, billing summaries and insurance benefit usage reports

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

Maintain all active employee and COBRA enrollment records for the group health program

Responsible for the overall record keeping of the benefits department

Assure that all files are maintained and accurate

Perform other related duties as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with major course work in Business Administration, Marketing, Economics or related field

Three (3) years of experience in employee benefit programs or related field

Experience in analyzing plans, recommending contract terms, and implementation of policies and procedures required

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 employee benefits programs and insurances offered by Hidalgo County

Knowledge of federal, state, and local regulations, rules, and laws applicable to County benefit programs

Knowledge of health insurance industry rating practices and coverage plans, including indemnity plans, health maintenance organizations, preferred provider organizations and self-funded plans

Ability to plan, coordinate and administer the County health benefits program and coordinate activities as needed

Ability to evaluate insurance programs and their components to determine the impact on the County benefit package

Ability to interpret health benefit program rules, regulations, policies, and procedures

Ability to write routine reports and correspondence

Ability to speak effectively and make presentations to small and large groups'

Maintain and update insurance caseload and databases

Ability to respond in a timely manner to questions, concerns, or requests from employees regarding insurance enrollments or deletions; Work independently in the absence of supervision

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 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