



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **EMPLOYEE BENEFITS ANALYST I**  
Grade: 10

---

*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 complex (journey-level) work. Employee will compile, analyze and report data including financials for strategic benefits planning and evaluation. Work involves maintaining, preparing, posting, and balancing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as calculating and reconciling monthly insurance invoices. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Determines employee benefit practices by benchmarking best practices; researching industry and employment trends; tracking legislation and estimating impact

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

Determines employee benefit interests by conducting employee surveys; forming focus groups; analyzing responses

Recommends employee benefit programs by examining, evaluating, and optimizing employee understanding, acceptance, and interests, costs, regulatory requirements, and competitive advantage

May serve as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

Prepares special reports on estimates, cost data, and budget items

Evaluates proposed employee benefit contracts by studying provisions; estimating impact

Explains employee benefits by conducting meetings; preparing written and graphic announcements and explanations; responding to requests

Provides management planning and control information by collecting, analyzing, and summarizing employee benefit data and trends

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, Accounting or related field

One (1) year of experience in employee benefit programs or related field

Experience in analyzing plans and recommending contract terms

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 generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems

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 interpret and apply accounting theory

Ability to work accurately with numerical detail

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

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