



Wellness/Special Projects Coordinator
Administrative Services

AS/7
Pay Grade: 14

JOB SUMMARY

This position coordinates employee wellness initiatives and other special projects.

MAJOR DUTIES

- Researches, designs, coordinates, and implements a variety of employee health and wellness initiatives, including blood drives, health fairs, and exercise programs.
- Administers the employee sick leave pool; processes applications; coordinate committee meetings; documents and processes committee conclusions; coordinates, advertises and processes annual enrollment, assembles, updates and maintains balances; maintains related files and records.
- Processes, maintains, files, and notarizes public official bond applications.
- Processes, maintains, and notarizes notary public applications; maintains related files and records.
- Manages wellness program and bonds budgets; processes purchase orders and requests for payment; maintain fund account balance; obtains quotes and researches vendors; purchases items needed for programs, events and presentations.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of employment laws, regulations, guidelines, policies and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of employee confidentiality requirements.
- Knowledge of bond application processes and procedures.
- Knowledge of notary public application processes and procedures.
- Skill in problem solving.

- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Administrative Services Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Webb County Sick Leave Pool Program policies, the state code, and Secretary of State bond regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. The need to coordinate a variety of schedules contributes to the complexity of the position.
- The purpose of this position is to coordinate employee wellness initiatives and other special projects. Successful performance helps ensure the efficiency and effectiveness of those programs.

CONTACTS

- Contacts are typically with coworkers, vendors, elected and appointed officials, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.



Employee Benefits Coordinator
Administrative Services

AS/8
Pay Grade: 16

JOB SUMMARY

This position is responsible for coordinating employee benefits programs for new and current employees.

MAJOR DUTIES

- Maintains quality control of employee benefits files, including separation of employment and employee dependant cancellations.
- Audits health insurance monthly billing and submits for payment.
- Prepares reports for the self-insured health insurance program.
- Audits and prepares medical claims weekly wire transfer requests.
- Reviews and responds to check verification requests from the insurance provider.
- Initiates and expedites requests for monthly life and accidental death and dismemberment premium payments.
- Reconciles health and supplemental insurances monthly reports.
- Assists in Cafeteria Plan annual enrollment.
- Assists with the enrollment of new personnel; provides explanations of benefits.
- Submits COBRA notices for eligible employees and dependents; reviews all COBRA participant premiums.
- Initiates and expedites requests for payments for administration fees.
- Enrolls retirees into retiree insurance program and maintains related files; collects monthly retiree contributions.
- Initiates and expedites requests for payment for monthly administration fees and premiums.
- Audits group expense reports to a weekly basis to determine claims paid amount to apply to the Retiree Health Fund.

- Prepares annual reports of the Health Benefit Fund and the Retiree Health Fund.
- Assists in the preparation of the annual budget.
- Handles Protected Information (PHI) as defined by HIPAA regulations and in compliance with Webb County policy; completes HIPAA training.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of public sector employee benefits administration.
- Knowledge of employment laws, regulations, guidelines, policies and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of employee confidentiality requirements.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Employee Benefits Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state employment laws, Webb County personnel policies and procedures, HIPAA regulations, and insurance policy agreements. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. The variety of duties, strict deadlines, and frequent interruptions contribute to the complexity of the position.

- The purpose of this position is to coordinate county employee benefits programs. Successful performance helps ensure the efficiency and effectiveness of those programs.

CONTACTS

- Contacts are typically with coworkers, vendors, elected and appointed officials, and the general public.
- Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Must have three years experience.
- Must be able to type 35 wpm.

OTHER REQUIREMENT/ INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature	Print Name	Date
----------------------	------------	------

Supervisor's Signature	Print Name	Date
------------------------	------------	------