



Employee Benefits Administrator
Administrative Services

AS/3
Pay Grade: 21

JOB SUMMARY

This position is responsible for administering the county's employee benefits functions.

MAJOR DUTIES

- Coordinates annual employee enrollment in the Cafeteria Plan.
- Assists with the annual insurance renewal process and related data gathering.
- Records the addition and termination of employees from benefits plans in the Texas Association of Counties (TAC) online administration system; maintains related files and information.
- Records and adds employees to the National Plan Administrators (NPA) system.
- Processes payroll deductions and payroll changes as needed.
- Coordinates enrollment and/or services with optional benefits plans.
- Processes and completes group life and optional life underwriting applications for qualifying employees.
- Coordinates and maintains benefits for employees on leave without pay, including employees who have filed worker's compensation claims.
- Reconciles end of month reports for Cafeteria Plan deductions.
- Processes checks for deposit and cash reports.
- Processes basic life, optional life and dependent life claims as necessary.
- Provides assistance to employees and/or dependents in regards to all benefits programs.
- Assists in the preparation of the annual report and yearly budget.
- Recommends new or revised methods to simplify records keeping systems, reporting procedures, and department operating procedures to improve work flow.
- Organizes, composes and coordinates routine correspondence; prepares a variety of reports, letters

and internal documents.

- Ensures compliance with federal, state and local risk management reporting documents.
- Maintains employee benefits files; processes all required forms for new employees and creates appropriate files; processes employee employment and termination forms.
- Conducts new employee orientation.
- Reconciles monthly insurance payments to carriers and advises the Director of Administrative Services of problems or unusual situations.
- Administers and oversees the deferred compensation program.
- Reviews, processes and maintains records of all employee family status changes.
- 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 management and supervision.
- 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 department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

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, supervisory, and management duties. The variety of duties, strict deadlines, and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to administer the county's employee benefits operations. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

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

This position has direct supervision over Employee Benefits Coordinator (1) and Employee Benefits Assistant (1).

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 of related 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
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Supervisor's Signature	Print Name	Date
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