



## **Employee Benefits Coordinator**

Risk Management

**RM/03**  
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, preferred.
- 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.

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Employee's Signature	Print Name	Date
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Supervisor's Signature	Print Name	Date
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