

Job Description: EMPLOYEE BENEFITS ADMINISTRATOR

Class No.	502	Department:	Human Resources
Position No.	493-8500	EEOC Category:	Administrative Support
Grade/Step:	09/01	FLSA:	Non-exempt

SUMMARY OF POSITION

Under the supervision of the Human Resource Director, this position administers the self-funded Employee Benefits Program and ensures compliance with IRS Section 125 regulations and HIPAA regulations. Duties also include performing a variety of accounting functions and administrative tasks independently. Also, performs other duties as assigned by the Human Resource Director.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the Human Resource Director. This is a non-supervisory position. This position has frequent contact with department heads, county employees, outside representatives, medical providers, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures confidentiality of record information
- Serves as point of contact for employees for all benefits related questions
- Prepares and distributes written and verbal communication about benefits programs and employer sponsored activities to all employees
- May conduct employee benefits orientation(s) for new hires throughout the year
- Processes all new hires and terminated employees' paper work for group medical and supplemental insurance policies by adding/dropping employees in online systems
- Completes benefit exit interviews with separating employees and explains benefit options
- Assists Third Party Administrator(s) with supplemental benefits open enrollment
- Serves as point of contact for Medical/Dental Third Party Administrator(s)
- Processes and reconciles Employee Benefit vendor bills to include supplemental billings for Vision, Short Term Disability, Long Term Disability, Voluntary Life, Accident, Critical Illness, Cancer, Hospital Indemnity, and monthly Medical and Dental invoices
- Processes Texas Association of Counties (TAC) weekly Medical, Dental, Wellness, & RX claims as well as monthly invoices for COBRA fees, FSA fees, and Consultant Services
- Responds to employee benefit questions and assists in filing claims
- Maintains employee benefit and eligibility files and ensures they are up-to-date
- Prepares all paperwork and schedules for yearly open enrollment
- Sets up insurance deductions and contributions in Human Resources Module when an employee is eligible for insurance
- Enters all changes related to employee benefits in Human Resources Module and make changes in other supplemental insurance online systems due to qualifying life events (marriage, death, divorce, adoption, birth loss/gain of coverage and loss/gain of Medicare or Medicaid)
- Responsible for monitoring deductions and notifying employees when deductions have been missed and explains repayment options
- Handles all employee benefit checks received and forwards to Treasurer's office and enters payment as revenue into Human Resources Module in a timely manner once deposit has cleared
- Monitors Stop-loss & Independent Dispute Resolution (IDR) claims and quarterly RX Rebates
- Reviews CSCD Monthly Premium Report for payroll and adjusts pre & post tax deductions as needed;

EMPLOYEE BENEFITS ADMINISTRATOR Job Description (Continued)

- Serves as Primary Contact for the Affordable Care Act Reporting and Tracking Service (ARTS) in which employee, payroll, and unpaid leave of absence files are compiled and sent each payroll to TAC HEBP for production of required documents as outlined in IRS Sections 6055-6056 each calendar year;
- Monitors COBRA & Retiree Insurance through third party administrator to ensure timely payments, notifies Third Party Administrator of changes, and makes updates in the online medical system
- Enters all COBRA & Retiree payments as revenue in Human Resources Module and provides supporting documentation to Treasurer's office upon completion
- Runs Medical & Dental Deductions and Medical Contribution reports each payroll and submits for processing
- Reviews new hire folders and data entry in Human Resources Module for accuracy
- Completes and provides an annual EBA budget analysis for review and consideration
- Administers employee Gym Membership Reimbursement program
- Assists employees with information in reference to Short Term Disability (STD), submitting claims, and sending STD Weekly Benefits Paid Reports to Payroll Office
- Provides information regarding 457(b) accounts, set up deductions, and changes made throughout the year, disperse applicable paperwork regarding 457(b) accounts, and forwards Contribution Notices from carriers to Payroll Office
- Serves as back-up for maintaining terminated EBA files
- Monitors employee employment statuses and serves as backup in sending benefits packets prior to eligibility change date
- Assists employees with inquiries related to Texas County & District Retirement System (TCDRS) accounts as needed

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and assigned work schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

EXPERIENCE, SKILLS AND ABILITIES

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume. Ability to apply concepts of basic math.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving standardized situations. Ability to establish and maintain effective working relationships with other county employees, co-workers and the general public and to interact tactfully with citizens and employees in stressful situations.

Other Skills and Abilities: Operate a variety of office machines, including calculator, scanner, copy machine, and fax machine. This employee must have knowledge of Employee Benefits Policies and procedures and Section 125 rules and regulations and HIPAA regulations.

EDUCATION AND EXPERIENCE

Graduation from High School or a General Education Development (GED) certificate is required. Two years of accounting experience and a minimum of three years of benefits administration experience with a governmental entity is preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 25 pounds. Work is primarily conducted indoors.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.