

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097



Payroll/Retirement Department
Office: (432) 498-4026
Fax: (432) 498-4097

**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**BENEFITS COORDINATOR
HUMAN RESOURCES DEPARTMENT**

The Human Resource Department is in need of a Benefits Coordinator. Work is performed under the direction of the Human Resources Director.

PRIMARY DUTIES: The Benefits Coordinator is responsible for managing all aspects of the Worker's Compensation, FMLA, Group Health, Dental and Life insurance operations and policy compliance of the Insurance section of the Human Resources Department. This includes but is not limited to researching and compiling statistical information for various purposes; maintaining participant lists of coverage; assisting employees, retirees, dependents and department heads with all participating in and co-chairing various meetings. Deals with employees, retirees, and providers daily. Acts as contact person for HIPAA information.

EDUCATION: High School diploma or equivalent. Prefer some college level courses. Knowledge of general office practices and procedures required. County government organization and services desirable. Ability to maintain records, use word processing programs and spreadsheet functions, read and understand instructions, analyze and interpret data, prioritize and schedule work to meet deadlines, communicate effectively verbally and in writing, work independently in the absence of specific instructions and establish and maintain effective working relationships with County employees and the public. Knowledge of Worker's Compensation Statutes and Commission Rules, FMLA, HIPAA, ADA, ERISA and COBRA.

EXPERIENCE: Five (5) years of progressively responsible experience related to the supervision of Health benefits, Worker's Compensation, Life Insurance Programs. Bi-lingual is helpful. Over eight (8) years of experience in same or similar job may be substituted for degree or any equivalent combination of experience and education, which provides the required knowledge, skills and abilities.

CERTIFICATIONS AND OTHER REQUIREMENTS: Agreement to complete training to enhance knowledge in insurance administration as directed by department head and as budget allows. Must be able to travel from building to building or other County business locations on short notice to department heads, elected officials, employees or others, as necessity arises or to investigate claims. Must have a valid Texas driver's license with an insurable driving record. Must be able to type, ten key by touch, filing with minimal errors and have legible handwriting.

SALARY: DOE \$22.47- \$24.33 p/h plus excellent benefits. Monday thru Friday; 8:00 a.m. to 5:00 p.m.

APPLICATION DEADLINE: UNTIL A SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.

Please apply at the Ector County Annex Building, located at 1010 E. 8th Street, Human Resources Department, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

The Immigration Reform and Control of 1986 requires all persons to whom a job offer is extended to provide proof of identity and eligibility to work in the U.S. before employment processing is completed. Passing a pre-employment urinalysis drug screen is required.