



**CITY OF BEAUMONT**  
invites applications for the position of:

## **Employee Benefits Administrator**

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 03/03/20

**CLOSING DATE:** Continuous

### **DUTIES AND RESPONSIBILITIES:**

**Essential Job Functions:** Coordinates and manages the implementation, administration and development of benefit and wellness programs; prepare and distribute written and electronic communication to retirees, civilians, police and fire employees regarding benefit programs, annual enrollment, employee orientation, plan documents and any benefit changes; monitors health insurance program via monthly cost reports; coordinates annual retirement seminar, annual enrollment schedules and meetings; initiates enrollment and promotes participation in 457 deferred compensation plan, long term disability and supplemental life programs; approves 457 plan enrollments, changes/transfers and withdrawals; continually searches market to find new programs that provide greater levels of insurance coverage at cost efficient prices; acts as a liaison between management, third party administrators, reinsurance carriers and city employees in all matters relating to health and other employee/retiree benefits; analyzes bid specs and review bid proposals for medical, dental, life, long term disability and EAP; assists employees in resolving problems relating to health care, claims, payments, or forms; advises on disability leave; counsels employees regarding retirement to ensure a smooth transition and proper completion of all necessary paperwork; conducts retiree exit interviews; approve TMRS refunds, retirements and restrictive prior service credit; makes benefits presentations to all city personnel; provides counseling and assistance to COBRA participants and retirees who are members of the City's medical insurance program; prepare and track annual budget for medical, dental, stop loss, prescription drug, life insurance, long term disability and employee assistance plans; initiate development of new benefits; update plan documents for compliance with IRS, state and federal guidelines; respond to union requests; participate in arbitration hearings by testifying or providing supporting documents; special benefits project coordinator; supervises the benefits staff; reply to Open Records request.

**Other Job Functions:** Researches governmental changes to ensure compliance; computes and directs payment of fees to governmental agencies (reinsurance fees, PCORI fees); support all aspects of ACA regulatory requirements including annual IRS reporting requirements associated with IRS 1095c and 1094c reporting; manage transparency programs to assist city employees and retirees in controlling health care cost; review and approve monthly program payments. Performs other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **WORKING CONDITIONS:**

Normal office environment. Must be able to work Monday – Friday, 8:00a.m. to 5:00p.m.; must be available for extended hours when making presentations to shift personnel.

### **MINIMUM ESSENTIAL QUALIFICATIONS:**

**Knowledge:** Knowledge of health insurance claims, handling and administration; knowledge of retirement rules and regulations; knowledge of policies and procedures regarding employee leave; knowledge of Federal and Texas State Law pertaining to benefits; working knowledge of self-insured programs and concepts; some familiarity with the managed care concept and a working knowledge of personal computers and spreadsheet software. Knowledge of benefit program trends and practices among similar organizations.

**Skills/Abilities:** Ability to communicate clearly, both orally and in writing; ability to speak before groups; ability to establish and maintain effective working relationships with the public, employees, and city officials; ability to organize, coordinate, and implement various programs and projects; ability to formulate, revise and implement policies and procedures; ability to analyze various information and documents and to formulate sound recommendations/decisions; ability to summarize data in various report formats.

**Physical Requirements:** Constantly sees, writes by hand and communicates by phone; frequently sits, operates PC, files and operates calculator; infrequently drives, lifts objects less than 25 lbs.

**Education/Experience:** Bachelor's degree in Business Administration, Public Administration, Insurance, or related field; minimum two (2) years supervisory experience; two (2) year's experience with employee benefits or any equivalent combination of education and progressively responsible experience in coordinating employee benefit programs and/or insurance. Experience in the administrative operations of a self-insured program and experience with Excel, Word, and AS400 preferred.

**OTHER:**

Applicant selected for hire shall be subject to background check and drug/alcohol screen test.

The City of Beaumont provides equal employment opportunities (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, The City of Beaumont will provide reasonable accommodations for qualified individuals with disabilities. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 880-3777 or through RELAY Texas at 1-800-735-2989 or mail your request to P.O. Box 3827, Beaumont, Texas 77704.

The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofbeaumontjobs.com>

Position #4185  
EMPLOYEE BENEFITS ADMINISTRATOR  
JG

801 Main Street, Suite 135  
Beaumont, TX 77701  
(409) 880-3777

[Chris.Catalina@BeaumontTexas.gov](mailto:Chris.Catalina@BeaumontTexas.gov)

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**Employee Benefits Administrator Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's degree in Business Administration, Public Administration, Insurance, or a related field?
  - Yes
  - No
- \* 2. Do you have a minimum of five (2) years supervisory experience?
  - Yes
  - No
- \* 3. Do you have two (2) year's experience with employee benefits or any equivalent combination of education and progressively responsible experience in coordinating employee benefit programs and/or insurance?
  - Yes
  - No
- \* 4. Do you have experience in the administrative operations of a self-insured program and experience with Excel, Word, and AS400?
  - Yes
  - No
- \* Required Question