

# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602  
(512) 581-7120  
An Equal Opportunity Employer

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| <b>Title:</b><br><br><b>Benefits Coordinator</b> | <b>Opening Date:</b><br><br><b>June 22, 2022</b>     | <b>Application Deadline:</b><br><br><b>Open Until Filled</b> | <b>Job #:</b><br><br><b>220324</b>   |
| <b>Department:</b><br><br><b>Human Resources</b> | <b>Starting Salary:</b><br><br><b>\$45,000 - DOQ</b> | <b>Location:</b><br><br><b>Bastrop, Texas</b>                | <b>Travel:</b><br><br><b>Minimal</b> |

## INTERNAL / EXTERNAL JOB POSTING

**Brief Job Description:** This position performs complex employee benefit tasks. Work involves administering an employee benefits program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures.

### **General Knowledge, Skills, & Abilities:**

Perform multiple tasks simultaneously in a timely manner;  
General principles and practices of Payroll and Employee Benefits management;  
Applicable laws as related to the operation of the agency;  
Principles and practices of accounting and budget administration;  
Basic auditing fundamentals;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

[http://www.bastropcountytexas.gov/users/0001/forms\\_apps/Bastrop\\_County\\_and\\_Sheriffs\\_Office\\_Application.pdf](http://www.bastropcountytexas.gov/users/0001/forms_apps/Bastrop_County_and_Sheriffs_Office_Application.pdf). A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview.



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Benefits Coordinator*

**Department:** Human Resources

**FSLA Status:** Non-Exempt

**Reports To:** Human Resources Director

**SUMMARY:** This position performs complex employee benefits tasks. Work involves administering an employee benefits program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Bastrop County Human Resources Director and Deputy Director of Human Resources.

Exercises no supervision.

#### **TRAVEL**

Travel is required during open enrollment periods and during some business activities as needed.

**DUTIES AND RESPONSIBILITIES** include the following:

1. Manage and oversee the County's benefit administration; Administer various employee benefits programs;
2. Conducts benefit orientations and explain benefit enrollment; Coordinate and participate in annual Open Enrollment meetings; assist in the resolution of benefits issues to include correspondence between employees/retirees, vendors, brokers, etc.; reconcile and review vendor billing to ensure accuracy of benefits deductions and employer benefits contributions, and prepare final billings for payment;
3. Maintain employee benefits personnel filing systems and ensure benefits changes are entered appropriately and timely in the payroll system for payroll deduction, and vendor websites;
4. Coordinate daily benefits processing for employees with qualifying life events, including processing of terminations, beneficiaries and address changes;
5. Serve as primary contact for plan vendors and third-party administrators; coordinate transfer of data to external vendors; document and maintain administrative procedures for assigned benefits processes; Acts as liaison with Texas County and District Retirement System and provides County retirement program assistance and information to employees and retirees; meets with future retirees, processes retirements, manage retiree accounts and payouts;

6. Family Medical Leave Act (FMLA) point of contact;
7. Remain current on legislative rules and procedural changes regarding employee benefits;
8. Assist HR director in obtaining statistics and information in renewal process of any health, life and retirement plans that benefit the county;

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job. There are peak seasons where evening and weekend work may be required. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

General principles and practices of Payroll and Employee Benefits management;  
Applicable laws as related to the operation of the agency;  
Principles and practices of accounting and budget administration;  
Basic auditing fundamentals;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Communicate clearly and concisely, both verbally and in writing; in person and by telephone;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Effectively speak to small audiences to convey information.  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Record, and disseminate accurate information from telephone conversations and personal contact;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times;

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Preparation of clear and concise reports;

Making sound decisions in a manner consistent with essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Previous experience performing general clerical work in an office setting; or an equivalent combination of education, training and experience is required.

Experience in employee benefits and human resources administrative functions is preferred.

#### **Education:**

High School diploma or equivalent

College-level coursework in human resources, business, and/or management is preferred.

Experience and education may be substituted for one another.

#### **Licensing:**

Possession of a valid Texas driver's license.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*