

Champaign County Job Description

Job Title: Insurance Specialist
Department: Administrative Services
Reports to: County Administrator
FLSA Status: Exempt
Grade Range: I
Prepared Date: August, 2009

SUMMARY Administers risk management programs to minimize County's exposure from property, liability and auto losses. Administers employee benefit programs and unemployment insurance program.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs orientation and enrollment of eligible County employees for health, dental, life, flexible spending accounts and optional insurance coverages. Initiates changes in individual insurance coverage, notifies payroll of deduction changes. Removes employees from programs at termination and notifies employees of their rights. This position is excluded from the bargaining unit.

Plans and co-ordinates activities of employee benefit plans such as maintenance of records, contributions, employee eligibility, benefit payment, administrative expenditures, and related matters. Responsible for implementing the policies of the County Board and Department Heads with respect to insurance matters and employee benefits.

Administers County's self-funded liability program. Sets up claim files, monitors the claim, authorizes repair and/or settlements up to a maximum of \$10,000. Works with County Administrator and Board Chairman for approval on claims exceeding \$10,000. Works with State's Attorney's Office on County defense for lawsuits brought against the County. Maintains claim files and prepares premium payments.

Prepares requests for proposals for liability insurance, third party administrator services and employee benefit programs. Reviews, analyzes proposals and uses discretion in determining which proposals to recommend to the Policy, Personnel & Appointments Committee of the County Board.

Prepares billings to retirees, LOA and Cobra employees for health insurance premiums. Receives premium payments and prepares for deposit. Analyzes expenses and bills departments for health, liability and worker's compensation insurance costs.

Monitors the filing of unemployment claims and files appropriate response to the state for claims. Prepares quarterly unemployment tax payments and audits quarterly benefit statements.

Administers the Tort Immunity Fund.

Assists and acts in a confidential capacity in employee benefit matters regarding formulation, determination and effectuation of the management policies regarding labor relations.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE A bachelor's degree in business or related field from an accredited college or university and three to five years of insurance and benefits administration experience, or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, insurance regulations and instructions, and procedure manuals. Thorough knowledge of the English language and spelling is necessary. Ability to write routine reports and correspondence. Ability to speak effectively before employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

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 several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.