

Job Title: Employee Benefits Consultant
FLSA Class: Exempt
Location: Northeast Region of Texas

Send cover letter and resume to hr@county.org

Position Overview

Responsible for consulting with members of the Texas Association of Counties (TAC) Health and Employee Benefits Pool (Pool), the Texas Association of Counties Unemployment Compensation Group Account Fund (Fund) and other eligible local governmental entities regarding employee benefits programs offered by the Pool and the Fund. Responsible for account management activities associated with servicing the fully insured and self-insured Pool members in an assigned territory. Assist in developing strategies as necessary to deliver employee benefit programs to Pool and Fund members. Market the Pool and Fund services to current and prospective members in an assigned territory. Position requires extensive travel, up to 80% overnight in the state of Texas. **Residence in assigned territory preferred.**

Essential Job Functions

1. Responsible for consulting with Pool and Fund members and other eligible local governmental entities regarding employee benefits programs offered by the Pool and the Fund and communicating the value of the Pool and the Fund.
2. Develop and maintain understanding of current Pool coverages and programs, health care contracts, financial reports and laws applicable to the Pool's coverages, including COBRA, PPACA, HIPAA and Medicare.
3. Responsible for account management activities associated with servicing the fully insured and self-insured Pool and Fund members in assigned territory, including marketing new products, identifying prospective Pool and Fund members and marketing employee benefits programs to them.
4. Required to regularly visit current and prospective Pool and Fund members and to develop relationships with their governing body and other significant contacts responsible for approval or management of employee benefit programs.
5. Provide information to the Financial Analyst and Business Systems team for inclusion in responses to Requests for Proposals (RFPs) and Requests for Quotes (RFQs).
6. Conduct semi-annual and annual financial performance reviews, as appropriate, with the governing body of each member in the assigned territory.

7. Develop and deliver presentations related to employee benefit proposals and programs to current Pool and Fund members, at TAC-sponsored and TAC-affiliate member organization conferences and at other venues, including staffing the TAC and HBS booths at conferences.
8. Monitor and analyze new legislation and trends regarding employee benefits programs and notify Pool members of relevant changes, including any necessary compliance training.
9. Coordinate with HBS Employee Benefits Specialists (EBSs), Wellness Consultants (WCs) and other TAC staff to provide Pool and Fund member services and assist with renewals as requested.
10. Develop and maintain expertise in employee benefits funding and delivery, including point of service, HMO network arrangements, EPO network arrangements, network operations, pooling, and partially self-funded administrative services only plans.
11. Develop and maintain product knowledge expertise in additional areas including life coverage, dental, vision, and Medicare supplement plans.
12. Perform other duties as assigned.

Non-essential Job Functions

Experience / Education Requirements

- Bachelor's Degree in business, insurance, marketing or related field or equivalent experience required.
- A minimum of three years' experience marketing or administering health, dental and ancillary coverages, and life insurance is preferred. A proven track record of health insurance marketing is preferred.
- Strong knowledge of marketing or administering employee health benefits programs required, with an in-depth knowledge of the structure of fully insured and self-funded health programs preferred.

Other Skills & Abilities

- Position requires excellent communication skills, both written and verbal, and the ability to relate to persons with a variety of cultural, economic and educational backgrounds.
- Position requires a high degree of professionalism in representing TAC, the Pool and the Fund in significant contacts with elected officials, public employees, and dependents.
- Must be proficient in use of personal computer and Microsoft Office products including: Word, Excel, and PowerPoint.
- Must function independently with minimal supervision.
- Excellent time management and record keeping required.

- Valid Texas driver's license and good driving record required; must be able to drive.
- **Residence in assigned territory preferred.**

Physical Requirements

Position requires extensive travel; up to 80% overnight travel in the State of Texas.

1.	Standing	Some Functions
2.	Sitting	All functions
3.	Walking	Some Functions
4.	Lifting	Some Functions
5.	Pushing or pulling loads	Some Functions
6.	Reaching overhead	Some Functions
7.	Kneeling/squatting	Some Functions
8.	Climbing stairs	Some Functions
9.	Climbing ladders	Not required