

Title:	Effective Date:	Grade:	Job Category:
<b>Insurance Administrator</b>	May 11, 2012	XIV	Paraprofessional
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Insurance Representative	August 24, 2007	XII	1 of 1

*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for coordinating all activities and procedures regarding employee benefits including health, hospitalization, cancer, intensive care, life and auto insurance; credit union membership; savings bonds, and deferred compensation.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Notify State Employees Group Insurance of every change in employee insurance.
- Make payments to all insurance companies.
- Verify and coordinate, upon telephone request, employee insurance coverage with doctor offices.
- Make Department payment to the State Group Hospitalization Insurance and reconcile state and Department tabulated runs.
- Balance bank statements on all insurance accounts.
- Verify and coordinate insurance activities by phone.
- Inform by phone, newsletter, etc. all Department employees on a continuing basis of type insurance available and eligible costs and benefits.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Working experience with Medicare. Experience in hospitalization, life, disability, long-term care, and personal lines insurance. Nursing or insurance industry certification is preferred.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

