



## TEXAS HOUSE OF REPRESENTATIVES

### INTERNAL AND EXTERNAL JOB POSTING

#### BENEFITS COORDINATOR

**SUMMARY:** Performs complex (journey-level) human resources management work in the Payroll/Personnel Department of the Texas House of Representatives with a focus on benefits coordination. Responsible for various activities and providing a variety of technical support and assistance to division staff and agency employees relating to the eligibility and use of benefits administered through the Employees Retirement System (ERS). Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

#### **ESSENTIAL JOB DUTIES:**

- Enters, updates, and retrieves information from various automated, human resources, payroll, and/or benefits systems.
- Provides advice and counsel to employees and management on issues, rules, and policies related to benefits, which may include handling complex issues and answering complex questions.
- Counsels employees on benefits options and procedures.
- Prepares and maintains complex human resources and benefits correspondence and reports.
- Maintains agency benefits files and ensures appropriate databases and spreadsheets are accurately maintained.
- Prepares correspondence, status reports, and other documents pertaining to agency programs and activities.
- Performs related and backup assistance to department and agency staff as needed.
- Must adhere to all agency policies and procedures.
- Must have flexibility to work extended hours and weekends when required.
- Performs other related work as assigned.

**EDUCATION & EXPERIENCE:** Experience in retirement or benefits program work. Graduation from an accredited four-year college or university with major coursework in business or public administration, insurance, or a related field is preferred. Experience and education may be substituted for one another.

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of and experience with CAPPS and/or ERS is preferred. Knowledge of office practices and administrative procedures; business grammar, syntax, and spelling. Knowledge of records administration techniques and procedures. Ability to prepare and maintain records, files, and reports. Ability to maintain an elevated level of integrity and confidentiality. Ability to multi-task and demonstrate a strong attention to detail. Positive and personable with strong people skills. Ability to demonstrate teamwork, dependability, adaptability, and problem-solving skills. Proficiency in the use of a computer, applicable software, and desktop applications. General knowledge of state government policies and procedures preferred, but not required. Applicant must also be able to communicate effectively and professionally with members, staff, and the public. Must be able to work in fast-paced and rapidly changing environment. Must be able to meet strict deadlines and have the flexibility to work extended hours and weekends as required. Performs related work as assigned. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual of Policies & Procedures 2023. Work attendance to be performed on-site.

#### **GENERAL SALARY INFORMATION:**

SALARY RANGE: State salary group B19. Salary will be determined by experience and qualifications.  
OPENING DATE: March 21, 2024  
CLOSING DATE: Until Filled  
APPLY TO: Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Employment application and resume may be mailed to:

Texas House of Representatives  
Payroll/Personnel  
PO Box 2910  
Austin, Texas 78768

Employment application and resume may be emailed to:

[House.personnel@house.texas.gov](mailto:House.personnel@house.texas.gov)

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.