



## Houston Independent School District

### *Job Description*

<b>POSITION TITLE:</b> Unemployment Compensation Administrator		<b>CONTRACT LENGTH:</b> 12M
<b>DATE:</b> 06/07/2012		<b>DATE OF LAST REVISION:</b> 06/07/2012
<b>JOB CODE:</b> RM0200	<b>PAY GRADE:</b> 26	<b>FLSA EXEMPTION STATUS:</b> E
<b>Job Family – Risk Management</b>		

#### **JOB SUMMARY**

Administer HISD's self-insured Unemployment Compensation Claims program, providing claim oversight and coordination, supervisory training, employee notifications, and data/trend analysis.

#### **MAJOR DUTIES & RESPONSIBILITIES**

	List most important duties first
1.	Oversees and audits third party claims administrator handling unemployment compensation claims to make sure that vendor is performing claim administration duties. Evaluates claims to determine if claims are to be disputed and claims that are to be appealed.
2.	Coordinates claim process, including communication with principals and work location supervisors and Human Resources, including gathering documentation needed to dispute claims and witness preparation for hearings. Meets regularly with HR Business Partners, HR Professional Standards, and Legal Services regarding claim issues.
3.	Prepares quarterly wage information filings with the Texas Workforce Commission and prepares monthly and quarterly claim reports and trend analysis. Evaluates claim data and makes recommendations for process improvements to reduce claim expenses.
4.	Coordinates annual notices of reasonable assurance to less than 12 month hourly employees and associate teachers.
5.	Provides supervisory training on the Unemployment Compensation claim process.
6.	Performs other job-related duties as assigned.



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#### **EDUCATION**

Bachelor's Degree, or  
Additional equivalent and directly related education and experience in lieu of a Bachelor's degree, as determined by Human Resources and the hiring manager. Equivalent experience is four or more years in a related field in an exempt-level position, in addition to the minimum experience requirement of three years.

#### **WORK EXPERIENCE**

3 to 5 years  
Public entity experience and experience handling unemployment compensation claims preferred.

#### **TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**

Microsoft Office, MS Excel, PeopleSoft  
Office equipment (e.g., computer, copier)  
Must be detail oriented and have the ability to handle multiple tasks and meet strict deadlines.

#### **LEADERSHIP RESPONSIBILITIES**

No supervisory responsibilities. May provide occasional work guidance, technical advice and training to staff.

#### **WORK COMPLEXITY/INDEPENDENT JUDGMENT**

Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

#### **BUDGET AUTHORITY**

Compiles and organizes data and figures.

#### **PROBLEM SOLVING**

Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

#### **IMPACT OF DECISIONS**

Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

#### **COMMUNICATION/INTERACTIONS**

Collaborate and solve problems – works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

#### **CUSTOMER RELATIONSHIPS**

Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

#### **WORKING/ENVIRONMENTAL CONDITIONS**

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.  
Ability to carry and/or lift less than 15 pounds.