



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **March 7, 2025**

Date Listing Will Close: **March 14, 2025 at 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Insurance Coordinator**

Location /Department: **County Administration**

Salary: **\$50,000.00 - \$60,000.00**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

E.O.E. and A.D.A.

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Insurance Coordinator

DEPARTMENT: County Administration **FLSA STATUS:** Exempt

REPORTS TO: County Administrator **POSITION CODE:** 8810

MAINTENANCE REVIEW DATE: February 5, 2025

This job description on should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: Responsible for the administration of all County's Property, Casualty, Liability and Worker's Compensation Insurance Programs. Assist with verification of billing, maintain employee benefit files including FMLA and process COBRA and retiree benefits. This position must maintain the highest level of confidentiality.

ESSENTIAL JOB FUNCTIONS:

1. Processes Workers' Compensation claims. Works with employees, adjusters, physician's offices/clinics and pharmacists to ensure accurate claims administration. Follows up on claims.
2. Works with actuary firms and certified public accountants each year to ascertain adequacy of insurance reserves.
3. Processes all property, casualty and liability claims and direct these claims to the proper insurance adjuster.
4. Manage Harrison County Tort Claim fund from which all liability claims are paid from.
5. Prepares specifications on all lines of insurance (Property, inland marine, ocean marine, public liability, law enforcement liability, automobile liability insurance, public officials liability insurance, error and omissions insurance, employment practices liability insurance, worker's compensation insurance, and machinery insurance).
6. Works closely with all insurance agencies, County Administrator, Board of Supervisors, Comptroller and County Department Heads and keeps them up to date on the status of claims.

7. Performs verification of health and welfare benefits to ensure benefit changes are submitted to payroll timely and appropriately.
8. Reviews and responds to unemployment claims and hearings with proper documentation.
9. Assists Comptroller in obtaining statistics and information in renewal process of any health, life and retirement plans that benefit the County and its employees.
10. Administers various employee benefits programs such as group health, dental, vision, life, supplemental insurance programs.
11. Maintains employee benefits filing systems and ensure benefits changes are submitted to payroll timely and appropriately to process deductions.
12. Administer COBRA in a timely manner.
13. Creates, develops, and maintains any health awareness initiatives for Harrison County employees in cooperation with benefits provider.
14. Assists employees with applying for FMLA and processing paperwork. Creates and maintains employee FMLA and medical files.
15. Maintains information relative to all group insurance policies, premiums, claims, and costs.
16. Reviews and participates in ensuring the integrity of the work flow of the benefits enrollment process.
17. Performs general administrative and clerical duties, to include but not limited to: answering phones, photocopying, scanning, faxing, mailing and filing.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Prepare reports to show the frequency and severity of all insurance claims.
2. Performs physical inspection on all buildings owned by Harrison County and updates property values. This is done on an annual basis.
3. Maintains complete and accurate insurance claim files on all losses for each insurance policy.
4. Works closely with Harrison County Safety and Environmental Officers and the Harrison County Safety Program and makes recommendations on loss prevention and the selection of appropriate techniques to minimize losses.
5. Prepares agenda for Board of Supervisor meetings in regards to insurance matters.
6. Attends Board of Supervisors meetings.
7. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: None.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of the insurance industry.

Knowledge of public risk management and loss control principles and practices.

Working knowledge of insurance specification and contracts.

Knowledge of all related safety procedures.

Ability to maintain confidential information.

Ability to analyze proposals to determine the successful bidder.

Ability to research information.

Ability to establish and maintain accurate record - keeping systems.

Ability to communicate effectively both orally and in writing.

These knowledge, skills, and abilities are usually, although not always, acquired through the graduation from a four-year college/university with major course work in risk management, business administration, insurance or human resource management and (1) year of experience in a related field of employment. Equivalent combinations of education and experience will be considered.

SPECIAL CERTIFICATIONS: State of Mississippi Professional Insurance Agent License

This position is subject to 24-hour call, in case of a disaster event and/or a threat to public safety.

SALARY RANGE: \$50,000.00 - \$60,000.00

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓

Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓