

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### EMPLOYEE BENEFITS SPECIALIST I

##### DEFINITION:

Under general supervision and in a training capacity, to administer specific City benefits plans; and to perform related work.

##### DISTINGUISHING CHARACTERISTICS

This is the sub-journey level class in the Employee Benefits Specialist series. Typically positions are classified at the Employee Benefits Specialist II level which is the fully experienced or journey level class in the Employee Benefits Specialist series. In a training capacity, positions may be underfilled with a Management Trainee or Administrative Aide II in accordance with the City's Career Advancement Program. Employees in this class are expected to perform increasingly responsible work in the administration of City benefits plans. At this level, instructions are typically more explicit and work is reviewed at established intervals.

##### \* EXAMPLES OF DUTIES:

- In a training capacity, administers one or more benefits plans;
- Analyzes the cost effectiveness of current and proposed employee benefit plans;
- Assesses employee benefit needs; prepares and interprets plan documents;
- Reviews and approves payments to providers and employees;
- Reviews and makes recommendations for approval or denial of appeals and/or hardship withdrawals;
- Interprets and clarifies specific coverage for employees;
- Maintains liaison between employees, the City, and benefit providers and consultants;
- Analyzes the impact of current and proposed legislation on benefit plans and formulates recommendations;
- Develops program policies and procedures for implementing and administering new or modified benefit plans;
- Presents benefit plan information to City employees and interested groups;
- Prepares reports, conducts special studies;
- Trains and rates the performance of support staff;
- Performs related duties.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** one year of professional experience planning, developing and administering a specific employee benefit plan. Qualifying experience must include research and analysis of employee benefit contract provisions; plan services and coverages; and liaison with benefit plan providers to resolve problems in plan interpretation and premium payments. Additional qualifying experience may be substituted for education lacked on a year-for-year basis.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.