

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**EMPLOYEE BENEFITS SPECIALIST II**

**DEFINITION:**

Under direction, to plan, develop and administer specific City benefits plans; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the fully experienced class in the Employee Benefits Specialist series. Employees in this class are expected to administer City benefits plans with only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions classified at this level may be underfilled with Employee Benefits Specialists I in accordance with the City's Career Advancement Program.

\* **EXAMPLES OF DUTIES:**

- Administers one or more benefits plans;
- Analyzes the cost effectiveness of current and proposed employee benefit plans;
- Assesses employee benefit needs;
- Prepares, reviews and interprets plan documents;
- Maintains liaison with benefit providers, City Management and consultants;
- Interprets and clarifies specific coverage for employees;
- Reviews proposed and final employee benefits legislation and formulates recommendations;
- Responds to difficult and complex problems with respect to employee benefits plan interpretation;
- Develops written program policies and procedures for implementing and administering new or modified benefit plans;
- Negotiates with providers and third parties;
- Approves payments to providers and employees;
- Presents benefit plan information to employees and interested groups;
- Trains and rates the performance of support staff;
- Prepares reports and conducts special studies;
- Makes presentations;
- 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** two years of professional level experience planning, developing and administering specific employee benefit plans.

- \* **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.