

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**EMPLOYEE BENEFITS ADMINISTRATOR**

**DEFINITION:**

Under direction, to plan, coordinate and administer the City's Employee Benefits Program; to supervise a professional staff; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises professional staff in the administration of specific employee benefit plans;
- Reviews studies analyzing the cost effectiveness of current or proposed benefit plans, employee benefit needs and preferences, impact of legislation, and other issues related to employee benefits;
- Develops policies, procedures and objectives of the program and sections;
- Analyzes and develops approaches to program problems;
- Makes recommendations on changes or additions to benefit plans;
- Negotiates coverage and premiums with providers;
- Provides City management with employee benefits information for salary and benefit negotiations with employee associations or other management functions;
- Hears appeals for disputes regarding interpretations of benefit plan provisions;
- Reviews subordinates' plans for implementing and administering new or modified benefit plans;
- Monitors program expenditures and prepares budget estimates and financial reports;
- Conducts staff meetings;
- Selects, trains, disciplines, and rates the performance of subordinate 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** three years of experience in the administration and supervision of group health, life or related insurance or employee benefit programs having agency/organization-wide impact. Three years of professional personnel, financial, budgetary, or administrative analysis experience, which must include the responsibility for formulating and implementing policies and procedures, preparing cost/benefit analyses of current or proposed programs, or advising management on the feasibility of alternate programs, may be substituted for a maximum of two years of qualifying experience as described above. Additional qualifying experience as described above may be substituted for education lacked on a year-for-year basis. A Master's degree in Business Administration or a related field may be substituted for a maximum of one year of the professional analytical experience listed above only.

\* **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.