

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EMPLOYEE BENEFITS ADMINISTRATOR - 1416

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 and analyzes 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** three years of full-time experience in the administration and supervision of group health, life, or related insurance or employee benefit programs having agency/organization-wide impact, **OR** one year of the experience specified above; and three years of full-time professional-level 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.

- * 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.**