

**City of San Rafael
Job Class Specification**

Job Title: Employee Benefits Analyst

SUMMARY

The Employee Benefits Analyst administers the City's workers' compensation, risk management and safety programs in order to minimize the exposure to incidents which may cause loss to the City or injury to its employees. The Employee Benefits Analyst also is responsible for coordinating a broad range of employee benefits programs including medical and dental plans, vision care, the County of Marin Retirement System, deferred compensation, long-term disability, life insurance, and employee assistance programs.

DISTINGUISHING CHARACTERISTICS:

This single-position class is responsible for ensuring that the City's benefit and risk management programs are correctly administered in a timely and cost effective manner. The Employee Benefits Analyst works in conjunction with the Director of Human Resources to ensure the benefit programs address employees needs within the cost parameters provided by the City. The Analyst serves as the primary communicator to City staff on all benefit, risk management and safety related issues.

SUPERVISION

This position reports to the Director of Human Resources and exercises indirect supervision of HR Representative I/II.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Manage employee related insurance policies, the self-insured programs and the Joint Powers Agreement insurance pool.
- Manage and administer City's Medical Plans for both active and retired employees and Dental Plan for active employees. Respond to employee and retiree questions and complaints; interface with third-party administrators and carriers to resolve claim appeals and provide guidance in policy interpretation of plan documents.
- Coordinate the administration of workers' compensation program claims with the Third Party Administrator (TPA) in accordance with State statutes and City policy and procedures.
- Works closely with payroll to ensure accurate processing of claims. Oversees training of applicable processes.
- Advise employees and managers on workers' compensation matters and assist in resolving disputes.
- Advise all City departments on the identification, evaluation, elimination, or reduction of risks and liability.
- Supervise safety compliance programs.
- Monitor group health, medical and dental benefit costs; make recommendations regarding plan design and cost containment measures.

- Counsel employees regarding the County of Marin Retirement System (MCERA); monitor status and analyze impact of upcoming changes in retirement law; coordinate contract amendments with the Marin County Retirement System.
- Coordinate benefit and risk management issues/needs with the Director of HR.
- Administer Group Life & AD&D and Long-Term Disability (LTD) programs; interpret contract provisions and coordinate processing of complex claims or appeals.
- Administers Deferred Compensation Plan, 401A Plan, Section 125 Plan, Leaves of Absence and Continuation of Benefits programs.
- Assists new employees in enrolling in benefits and existing employees in making changes to their benefit plans.
- Coordinates with insurance providers open enrollment activities, including benefits fairs and employee meetings with benefit providers.
- Supervises the processing and data input of changes to employee deductions to ensure the accuracy of pay and benefit changes.
- In coordination with staff of other departments, implements changes made to MOU's through the meet and confer process and ensure that automated systems reflect these changes.
- Oversees compensation surveys.
- Assists in processing summonses and claims against the facility by working with legal counsel to coordinate the investigation, processing, and defense of claims against the organization.
- Actively participates in, or facilitates, committees related to risk management, and workers' compensation and benefits.
- Serves as HR lead regarding Information Systems/technological management.
- Performs related duties and responsibilities as required.

EDUCATION AND EXPERIENCE:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- Possession of a bachelor's degree in a related field or equivalent work experience
and
- Professional experience in risk management and in Workers' Compensation and/or casualty liability programs.
- Three years employee benefits experience preferably with emphasis on medical, retirement plans and experience in flexible benefit plans.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to analyze and interpret laws, ordinances and regulations to accumulate and analyze data, prepare comprehensive reports, speak and write effectively, and work with a minimum of direction.
- Ability to analyze, interpret, and formulate strategies to effectively coordinate risk avoidance, risk retention, risk pooling and insurance requirements for the City.

- Knowledge of employee benefit programs, and current insurance industry practices for group medical, dental, life, and long-term disability coverage.
- Ability to manage and administer a broad range of employee benefit programs, which includes responding to inquiries, counseling employees, and resolving complaints.
- Ability to negotiate, prepare, and manage contracts with third-party administrators, insurance carriers, and consultants.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to elicit cooperation of others.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Ability to effectively communicate in writing and orally.
- Ability to be a team leader and player.

SPECIAL REQUIREMENTS:

- Possession of a valid California Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

FLSA Status: Exempt
 Prepared By: Human Resources
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 Bargaining Group: Mid-Management Unrepresented