



CITY OF SAN DIEGO
Personnel Department
 ~ Excellence in Personnel Services ~

Employee Benefits Specialist I - T11305-201812

Apply at: <http://www.sandiego.gov/empopp/>

SALARY: \$22.09 - \$26.85 Hourly
 \$1,767.20 - \$2,148.00 Biweekly
 \$45,947.20 - \$55,848.00 Annually

OPENING DATE: 12/28/18

CLOSING DATE: 01/14/19 05:00 PM

JOB INFORMATION:

Employee Benefits Specialist I positions plan, develop and administer segments of the City of San Diego Employee Benefits Program; analyze current and proposed benefit plan needs, costs, coverage, funding and implementation; prepare plan documents; approve benefit payments; resolve problems by interpreting and clarifying specific coverages; act as liaison between employees, the City and benefit providers; oversee and supervise staff responsible for the daily administration of benefits plans; review proposed and final employee benefit changes to determine potential impact; approve premium payments to providers; present Employee Benefit Program information to City employees and interested groups; oversee the operation of Trustee Board meetings; prepare reports and conduct special studies; and perform other duties as assigned.

MINIMUM REQUIREMENTS:

You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter).

NOTE:

- Additional qualifying experience may be substituted for education lacked on a year-for-year basis. One year of full-time experience = 30 semester/45 quarter college-level units.

EXPERIENCE: One year of full-time professional-level experience planning, developing and administering an employee benefit plan. Qualifying professional experience must include at least ONE of the following:

1. Research and analysis of employee benefit contract provisions, plan services and coverage.

2. Liaison with benefit plan providers to resolve problems in plan interpretation and premium payments.
3. Coordination/oversight of Trustee Boards or Committees.

NOTE:

- City of San Diego employees using Out-of-Class Assignment (OCA) experience to qualify must submit written documentation signed by their appointing authority or payroll specialist, detailing the work performed, dates, and total number of qualifying OCA hours. OCA experience without the required documentation will NOT be considered.

HIGHLY DESIRABLE:

- Experience administering retirement savings plans.
- Experience administering a cafeteria-style benefits plan.
- Knowledge and experience using Human Resource Management Systems (e.g., SAP, Kronos, APS, etc.).

REQUIRED DOCUMENTS (MUST SUBMIT WITH APPLICATION):

- Proof of degree/transcripts, if utilized to meet the minimum requirements.
- For City of San Diego employees, proof of Out-of-Class Assignment (OCA), if utilized to meet the minimum requirements.

Required documents should be attached electronically to your application. If you are unable to attach at the time of application submittal, you must submit them as soon as possible via fax: (619) 533-3337; or to the Employment Information Center: City of San Diego Personnel Department, 1200 Third Avenue - Suite 300, San Diego, CA 92101. Include your name and the title of the position for which you are applying.

SCREENING PROCESS:

Please ensure all information is complete and accurate as the responses you provide on the supplemental questions will be reviewed using an automated evaluation system. If you are successful in this initial screening process, your application will be reviewed for applicable education, experience, and/or training to ensure all minimum requirements have been met. Successful candidates will be placed on a list which will be used to fill position vacancies during the next six months (180 days). For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

SUPPLEMENTAL INFORMATION:

PRE-EMPLOYMENT REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained

prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego. Applicants must notify the Personnel Department of any changes in their name, address (home, email), or phone number or they may miss employment opportunities.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sandiego.gov/empopp/>

Position #SN-T11305-201812
EMPLOYEE BENEFITS SPECIALIST I - T11305-201812
LC

1200 3rd Ave., Suite 300, MS 51P
San Diego, CA 92101
(619) 236-6400
(619) 236-6358

Personnel@sandiego.gov

Employee Benefits Specialist I - T11305-201812 Supplemental Questionnaire

- * 1. I understand that failure to respond to the following questions in the spaces provided may result in the rejection of my application. In addition, I may miss out on employment opportunities. Résumés are NOT reviewed for assessing the minimum requirements.
 - Yes
 - No
- * 2. I understand that the responses I provide on the supplemental questions will be reviewed using an automated evaluation system and that if I am successful in this initial screening process, my application will be reviewed for applicable education, experience, and/or training to ensure all minimum requirements have been met.
 - Yes
 - No
- * 3. Are you currently working for the City of San Diego as a government/municipal employee?
 - Yes
 - No
- * 4. Have you previously worked for the City of San Diego as a government/municipal employee?
 - Yes
 - No
- 5. If you have previously worked or are currently working for the City of San Diego, please enter your PERNR.
- * 6. The minimum age for this job is 18, unless you are 17 and a high school graduate. Do you meet the minimum age requirements for this job?
 - Yes
 - No
- * 7. How did you first hear about this employment opportunity?

- City of San Diego Employment Information Center
- City of San Diego Facility/Employee
- Government Jobs.com
- Facebook
- Nextdoor
- Twitter
- Jobing.com
- Monster.com
- Other Website
- Notified by Mail/Email
- Job Fair
- City Employee Association
- Community Organization
- San Diego Union-Tribune
- Los Angeles Times
- Voice and Viewpoint
- La Prensa
- San Diego Asian Journal
- Other Periodical
- Jobs Available
- Government Finance Officers Association
- Other Professional Organization/Publication
- Television/Radio
- Other

- * 8. Are you meeting the education requirement with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter)? NOTE: Attach proof of degree/transcripts to your application.

- Yes
- No

9. If you are using a combination of experience and education to qualify, which of the following best describes your level of education?

- 0 to 29 semester/44 quarter units
- 30 semester/45 quarter units to 59 semester/89 quarter units
- 60 semester/90 quarter units to 89 semester/134 quarter units
- 90 semester/135 quarter units to 119 semester/179 quarter units
- 120 semester/180 quarter units or more

- * 10. Specify the total number of years of full-time professional level experience you have planning, developing and administering an employee benefit plan.

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years or more

- * 11. In which of the following areas do you have planning, developing and administering employee benefit plan experience?

- Research and analysis of employee benefit contract provisions, plan services and coverage.
- Liaison with benefit plan providers to resolve problems in plan interpretation and premium payments.

- Coordination/oversight of Trustee Boards or Committees.
 - None of the above.
- * 12. Describe your planning, developing and administering employee benefit plan experience in the following areas. a. Research and analysis of employee benefit contract provisions, plan services and coverage; b. liaison with benefit plan providers to resolve problems in plan interpretation and premium payments; c. coordination/oversight of Trustee Boards or Committees (e.g., scheduling meetings, taking minutes, coordinating materials). For each area, specify from which employer the experience was gained, your title, level of responsibility, percent of time spent on each area and the total length of your experience. If you do not have any experience in a specific area, write "None."
- * 13. In which of the following areas do you have knowledge/experience?
- Experience administering retirement savings plans.
 - Experience administering a cafeteria-style benefits plan.
 - Experience using a Human Resource Management Systems (e.g., SAP, Kronos, APS, etc.).
 - None of the above
- * 14. Describe your knowledge/experience in the following areas. a. Administering retirement savings plans (including types of plans and knowledge of their requirements and limitations); b. administering a cafeteria style benefits plan; c. using a Human Resource Management Systems. For each area, please note the total length of your experience. If you do not have any experience in a specific area, write "None."
- * 15. In which of the following areas do you have employee benefits plan experience?
- Health benefits (dental, medical and vision)
 - Flexible spending accounts
 - COBRA benefits
 - Life insurance
 - Disability benefits (including knowledge of self-administered plans)
 - None of the above
- * 16. Describe your employee benefits plan experience in the following areas: a. administering employee health benefits; b. administering flexible spending accounts; c. administering COBRA benefits; d. administering life insurance; e. administering disability benefits (including knowledge of self-administered plans). For each area, please note the total length of your experience. If you do not have any experience in a specific area, write "None".
17. Describe your experience communicating and presenting employee benefits program information to employees. Please provide information regarding individual assistance as well as group presentations and include the types of employees you served (classified/unclassified, represented/unrepresented, diverse backgrounds, etc.). Please note the total length of your experience in this area.

18. List the computer programs with which you are familiar and indicate your experience level (e.g., limited, moderate, extensive). Provide examples demonstrating your skill in creating presentations, developing reports and creating complex spreadsheets.

* 19. I understand that I am required to submit the following documents at time of application, if utilized to meet the minimum requirements: Proof of degree/transcripts; proof of Out-Of-Class Assignment (OCA). If you are unable to attach, refer to the "Required Documents" section of the job posting for instructions.

Yes No

* Required Question