



RISK/BENEFITS ANALYST

AGENCY/DEPARTMENT:
Citywide Administration/Risk Management

Approved By HR Director: Linda Matthews
Date Approved: 03/19/2005
Date of Last Revision: N/A

Reports to: Risk/Safety Manager
Supervises: N/A

JOB SUMMARY: Under general supervision, administers and coordinates one or more employee benefits, safety, and/or risk programs as assigned; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its professional level support to the Risk/Safety Manager in the administration of the City's employee benefit, safety, and/or risk programs. It is distinguished from the Risk/Benefits Assistant class by the latter's focus on administrative support. It is distinguished from the Risk/Safety Manager class by the latter's full managerial responsibility for the City's risk, safety, and employee benefits programs.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Administers and monitors the City's employee benefits program, including health, dental, life, vision, flexible spending accounts and disability insurance plans; responds to inquiries and troubleshoots problems relating to various City benefits.
2. Monitors and coordinates with third party administrators, healthcare providers, consultants, insurance brokers and carriers, and other City departments including Payroll.
3. Reviews contracts from benefits providers; assists with negotiating benefit plan coverage to ensure cost-effective coverage.
4. Ensures accurate benefits enrollment/transition of new hires and separating employees.
5. Reviews invoicing and reports for accuracy; resolves discrepancies.
6. Organizes the annual open enrollment program and benefits fair.
7. Develops communication plan for employees regarding benefits options and choices.
8. Researches, recommends, coordinates, schedules and assists in the implementation and development of employee benefit programs, safety, risk management, and other related programs.
9. Interprets, implements, and reviews current laws, rules and regulations related to employee benefits and risk management programs; recommends changes in policies and procedures.
10. Conducts research; develops and prepares spreadsheets, narrative reports and other communications; creates and maintains databases.
11. Plans, organizes, and coordinates the maintenance of department records, files, and databases.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to an bachelor's degree from an accredited college or university with coursework in business or public administration, human resources, risk management, or a related field.

EXPERIENCE: Three years of experience in employee benefits, risk management, safety, workers' compensation, or human resources.

KNOWLEDGE OF:

- Principles and practices of employee benefits administration.
- Principles and practices of insurance funding.
- Insurance claims processing and payment functions.
- Principles and practices of safety and risk management.
- Applicable federal, state, and local laws, codes, and regulations.

ABILITY TO:

- Analyze and evaluate insurance and benefit program needs and requirements.
- Interpret and ensure compliance with applicable policies, procedures, and regulatory requirements.
- Research and compile technical data.
- Deal effectively with active and retired employees, members of the public, and insurance carriers and brokers.
- Prepare and submit required state and federal reports.
- Perform mathematical calculations in computing rates, premiums, and adjustments.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

FLSA Exemption Status: Confidential

Employee Unit: # 1

DOT Program Participant:

Job Family: Risk Management/Benefits

Class Progression: Risk/Benefits Assistant
Risk/Benefits Analyst
Risk/Safety Manager

Date Class Established: February 15, 2005