



CLASS SPECIFICATION

04/13/06

CHIEF BENEFITS ANALYST, 9151

Summary of Duties: Directs and coordinates the work of a staff of professional, technical, paraprofessional, and clerical employees providing benefits-related services for a pensions or retirement office; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related work.

Distinguishing Features: A Chief Benefits Analyst, as a division head, is responsible for directing subordinate staff in either the Los Angeles City Employees' Retirement System or Fire and Police Pension System. An employee in this class reports to the General Manager or Assistant General Manager and receives very general supervision. A Chief Benefits Analyst is responsible for assembling and analyzing data and preparing reports upon which policy decisions are based. Work performed is reviewed in terms of results obtained and objectives accomplished.

Incumbents in the class of Chief Benefits Analyst are responsible for the performance of a full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Example of Duties: A Chief Benefits Analyst:

- Directs, plans and supervises, through subordinate supervisors, the functions of a major division including Health Benefits Administration, Administrative Services, Retired Member Services, Service Pensions or Disability Benefits;
- Directs staff in the preparation of divisional budget data;
- Recommends, through subordinate staff and consultants, changes to retiree health benefit plans;
- Directs the selection of health benefit providers and negotiates plan rates;
- Reviews and approves insurance contracts, reviews statistics for performance and rate settings;
- Directs the administration of program benefits, counseling of participants and calculation of benefits;
- Directs the verification and adjustment of service credits, interfaces with the Controller to ensure the correctness of service credits;
- Initiates and conducts studies of operations and recommends and implements improvements;
- Oversees member and staff payroll processing;
- Ensures the division is meeting its objectives, work programs, priorities, and deadlines and takes corrective action to achieve such;
- Ensures effective member communications, including preparation of written information, forms, newsletters, brochures, and their publication;

- Establishes administrative controls of overtime and personnel utilization;
- Acts as the management representative and participates in the meet and confer process on behalf of the department management;
- Formulates and implements policies, procedures, Board rules, State and Federal regulations relating to departmental functions;
- Oversees and approves the preparation of comprehensive proposals and contracts;
- Represents the department at Council and Council Committee meetings, meetings with City Attorney, City Administrative Office, the Controller's Office, and retirement agencies;
- Ensures pension-related and comprehensive training is provided to subordinate employees; and
- Directs professional, paraprofessional, technical and clerical personnel engaged in administrative services including Benefit program services.

Qualifications

Knowledge of:

- Organization, policies, procedures, and functions of the Los Angeles City Employees' Retirement or Pension system;
- Basic laws establishing and controlling City Retirement or Pension plans;
- Retired health benefits administration practices and policies;
- General actuarial concepts;
- Accounting and budget procedures;
- Techniques of training, instructing, and evaluating subordinates' work performance;
- Grievance handling procedures;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates; and
- Effective safety principles and practices.

Ability to:

- Plan, organize, direct, control and evaluate a variety of benefit-related activities;
- Organize, direct and evaluate studies to obtain effective solutions to problems in organization, personnel utilization, procedural analysis, and performance reporting;
- Prepare and present oral and written reports and recommendations concisely, completely, logically, and convincingly;
- Interpret statistical computations, charts and diagrams;
- Deal tactfully and efficiently with management, customers, subordinates and others involved with similar work programs;
- Establish and utilize computer-generated reports activities;
- Develop subordinates through training and performance feedback; and
- Establish and maintain a work environment to enhance both employee morale and productivity.

Requirements: Two years of full-time paid experience in a class at least at the level of Senior Management Analyst, which provides professional experience in the development and administration of retirement and health benefits-related services.

Probation: Appointment to a position in this class is subject to a one year probationary period as provided by Civil Service Rules 5.26 and Charter Section 1011.

License: A valid California driver's license may be required for some positions.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.