

CITY OF SANTA ANA
JOB DESCRIPTION

JOB TITLE:

Benefits and Compensation Manager (MM)

JOB CODE:

00470

TITLE OF IMMEDIATE SUPERVISOR:

Executive Director, Personnel Services

DEPARTMENT:

Personnel Services

JOB SUMMARY:

Manages the City's employee benefit programs including employee insurance, retirement, Employee Assistance, Wellness, Section 125 and AQMD Regulation 15.

ESSENTIAL FUNCTION INCLUDE BUT NOT LIMITED TO:

Negotiates and administers employee insurance programs including life, long term disability, medical and dental insurances. Counsels department managers and employees on benefit and retirement issues.

Administers and promotes employee wellness and employee assistance programs. Serves as liaison with California Public Employee Retirement System (PERS) regarding contract issues and manages the implementation of amendments to the contract. Manages the AQMD Regulation Work Trip Reduction Program. Supervises implementation of negotiated compensation provisions of Municipal Code, Memorandum of Understandings and other legal documents. Administers City's Section 125 Health Care and Dependent Spending accounts. Administers trust accounts for employee association's retiree insurance programs. Supervises and prepares the budgets of the Division and may coordinate the departmental budget. Develops, implements and evaluates personnel systems and processes. Evaluates division goals and objectives, incorporating Total Quality Services principles into division procedures and practices. Monitors and analyzes existing and proposed legislation, municipal code and other documents and statutes related to personnel processes and procedures and recommends appropriate action. Performs other related duties as required.

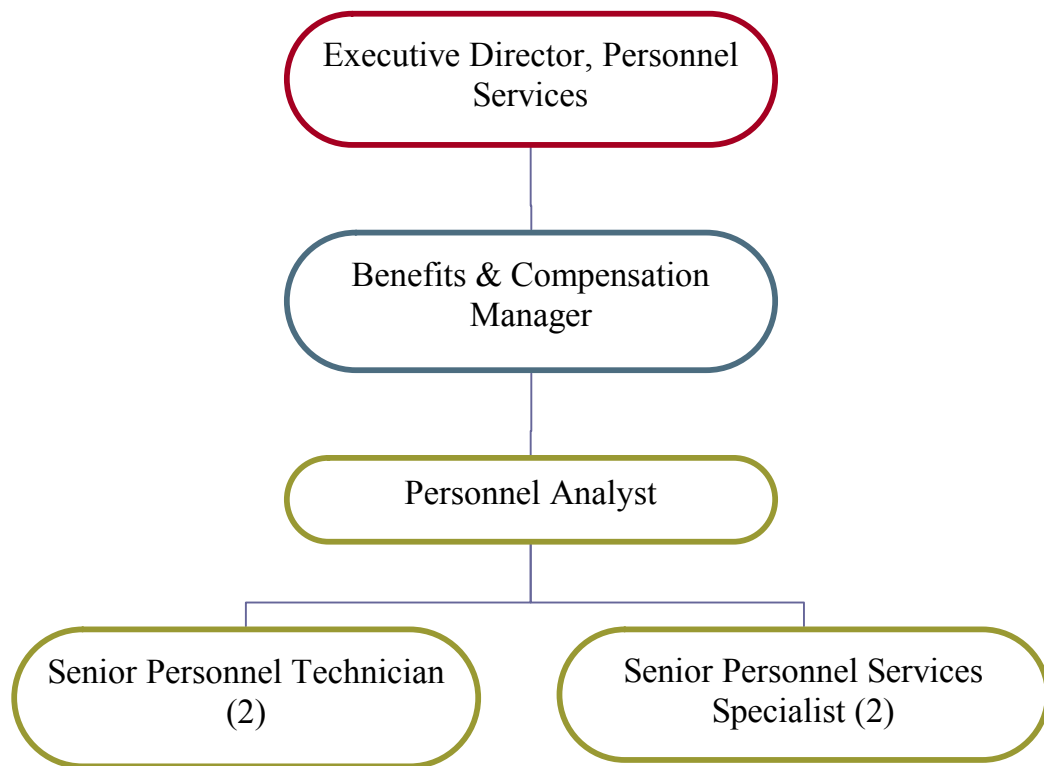
MINIMUM OR DESIRED QUALIFICATIONS

Experience and Education: Five years in benefit plan administration with a substantive background in public sector personnel administration. Graduation from an accredited 4 year college in public or business administration, human resources or a related field may be used in combination with experience to meet the minimum qualifications; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

Knowledge of: Methods, practices and administration of employee benefit insurance programs, such as HMO and indemnity plans. Relevant laws and regulations including COBRA, Air Quality Management District (AQMD) rules and regulations. City of Santa Ana compensation practices and general principles of public sector compensation administration including Section 125 of the Internal Revenue Code. PERS law and procedures. Employee assistance and employee wellness program administration. Santa Ana Experience (Responsive, Respectful, and Results) objectives and methods. Budgeting practices and procedures.

Ability to: Interpret and explain a wide variety of technical insurance and related regulations, laws, policies, contracts and procedures. Schedule and organize work to meet deadlines. Prepare and present clear and concise oral and written reports and other written documents. Effectively supervise. Establish and maintain effectively working relationships with employees, brokers, and carrier and provider representatives.

ORGANIZATIONAL RELATIONSHIPS



Class title change from Employee Benefits Coordinator per Council Resolution No. 92-094, effective 12-1-92

Revised: 4/95
Reviewed: 11/08
ADA approved: 11/08