

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Senior Benefits Specialist</b>	<b>Class Code:</b>	<b>20963</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>I</b>
<b>Supplemental/Code:</b>	<b>Administrative/1</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Provides analysis and administration of employee health benefits program to ensure the programs are administered according to the Master Plan.

**Essential Functions:**

1. Administers employee benefit programs including healthcare plans, and flexible spending account plans.
2. Evaluates and compares existing benefits with those of other employers by analyzing other plans, surveys and other sources of information.
3. Develops specifications for new plans or modifies existing plans to maintain market competitiveness.
4. Develops census data and work with broker in obtaining, evaluating and negotiating quotes. Evaluates quotes, develops cost information for new plans and makes recommendations concerning sharing of cost between employer and employee.
5. Prepares and executes, with appropriate legal consultation, benefit plan documents and plan amendments.
6. Plans and coordinates all aspects of open enrollments for employees and retirees.
7. Analyzes and reviews all reports from insurance carriers and third party administrator for accuracy. Develops benefit information, statistical, and census data for actuaries, insurance carriers and management.
8. Ensures compliance with the provisions of various federal and state regulations (i.e. as ERISA, COBRA, HIPPA), and agencies (i.e. IRS, TDI, DOL) by staying abreast of trends, techniques, and current developments in employee benefits/healthcare.
9. Responds to benefit inquires and complaints to ensure quick, equitable, and compliant resolution.
10. Reviews monthly premium statements for group insurance policies and maintains statistical data relative to premiums, claims and costs. Resolves administrative problems with the carrier's representative.
11. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills, and Abilities Required to Perform Work:**

Thorough knowledge of the employee benefits programs, medical terminology, insurance terms and codes including procedures for operation.

Knowledge of federal regulations regarding management of employee benefit plans.

Knowledge of computerized claim management systems.

Ability to communicate effectively both orally and in writing with special emphasis on customer service and diplomatic problem solving.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to research and resolve problems.

Ability to use a PC for word processing and spreadsheets.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.