



City of Phoenix

Employment Opportunity
Defined Contribution Plan
Specialist / Benefits Analyst II
(Critical Position)

ABOUT THIS POSITION

THIS IS A CRITICAL POSITION. During the current health crisis, any job interviews will be held by video or audio conference.

Please be aware that you may be required to undergo screening for symptoms of COVID-19 which may include answering questions regarding symptoms or having your body temperature read as part of this job. You may also be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.

This is one of two positions performing professional level work in the administration of the City's \$2-billion defined contribution plans. This position supports the Deferred Compensation Plan Program Coordinator. The Plan consists of a 401(a) plan, a 457 plan and a Post-Employment Health Plan (VEBA Trust).

Responsibilities include:

- Coordinating the monthly Deferred Compensation Plan (DCP) Board and Post Employment Health Plan (PEHP) Board meeting agendas and materials, and transcribing accurate and detailed meeting minutes;
- Assisting with the preparation of marketing and communication materials for participants;
- Monitoring contracts, performing audits, and assuring that HRIS efforts, reports, and data support the needs of the Plan; and
- Coordinating with training staff to develop programs, information, and initiatives tailored to City of Phoenix participant needs.
- Tracking multiple projects and their deadlines.

IDEAL CANDIDATE will possess

- Knowledge of IRS Code and regulations as they apply to defined contribution plans.
- Strong analytic skills to interpret a variety of reports and plan documents from vendors, as well as City sources.
- Demonstrated proficiency using Microsoft Excel, Word, Power Point and Outlook.
- Strong customer service, interpersonal, and written communications skills.
- Strong public speaking skills, especially in an educational context.
- Ability to set up and facilitate meetings and presentations both onsite and virtually.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.

AA/EEO/D Employer - 135 N 2nd Ave, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

This publication can be provided in an alternative format upon request.

Call: (602) 495-5703 Fax: (602) 495-5498 TTY: (602) 261-8687



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- Strong attention to detail and organizational skills which support the calendaring and tracking of multiple projects and deadlines.
- This recruitment and any interview process as a result of this recruitment may be used by multiple hiring managers and multiple departments throughout the City to fill any related current or future vacancies; other recruitments and appropriate eligible lists may also be considered.

SALARY

\$50,731 - \$77,210 annually. Candidates may be hired above the minimum depending upon qualifications.

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 11.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days. For more details, visit:

[Unit 7 Benefits](#)

MINIMUM REQUIREMENTS

- Two years professional level experience supporting employee benefits/insurance programs, contract interpretation, and claims resolution.
- Bachelor's degree in human resources, public administration, business administration, finance or a related field.
- An equivalent combination of related experience and education may be considered.
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- Only the highest qualified will be posted to the eligible to hire list.

PREFERRED QUALIFICATIONS – The minimum qualifications listed above, plus:

- Prior training/presentation experience.
- Experience working within a HRIS system

RECRUITMENT DATES

Recruitment closes January 19, 2021. All materials must be received by 11:59 p.m. on this date.

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HOW TO APPLY

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

WHAT YOU NEED TO KNOW

- For other important information related to employment with the City of Phoenix, please [click here](#).
- [Link to All City of Phoenix Employment Opportunities](#)
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

REFERENCE

Benefits Analyst II, JC: 05380, ID# 38039

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.