

ADMINISTRATIVE SERVICES & BENEFITS SUPERVISOR (DOA)

NATURE OF WORK IN THIS CLASS:

Supervises the programs and activities of the Administrative Services and Benefits Branch, Department of Administration Personnel Division.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises the processing of a variety of personnel transactions; reviews requests for personnel actions to insure accuracy and conformance with established laws, personnel rules and regulations, contracts and other program guidelines, and recommends/initiates appropriate corrective actions.

Supervises the implementation of group insurance plans and benefits for all government employees; coordinates insurance matters with all autonomous personnel agencies.

Supervises the maintenance of employment records covering employees of all non-autonomous and semi-autonomous agencies; establishes record systems and procedures.

Responds to inquiries concerning employment verifications, salaries, benefits and related personnel matters.

Interprets, explains, and applies pertinent laws, personnel rules and regulations, contracts and other program guidelines.

Evaluates program effectiveness and recommends/initiates changes in procedures, techniques and practices to improve effectiveness.

Prepares statistical and other reports and correspondences.

May evaluate job applications for clerical, labor and trades, technical and professional positions to determine eligibility.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of public personnel work.

Knowledge of the principles and practices of group insurance programs.

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Ability to supervise the work of others.

Ability to interpret and apply pertinent laws, personnel rules and regulations, contracts and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to gather, evaluate and analyze facts and recommend solutions to personnel problems.

Ability to evaluate program effectiveness and recommend/initiate changes in operational procedures, techniques and practices to improve effectiveness.

Ability to work effectively with the public and employees.

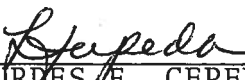
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three years of specialized technical personnel work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science, or related fields; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: July, 1980



LOURDES F. CEPEDA, ACTING
Executive Director,
Civil Service Commission