



**City of Phoenix**  
**BENEFITS ANALYST II**  
**ASSIGN: INFORMATION TECHNOLOGY**

JOB CODE 05381

Effective Date: 08/02

**DISTINGUISHING FEATURES OF THE ASSIGNMENT:**

The Benefits Analyst on assignment to Information Technology is responsible for the electronic administration of all employee benefit programs through Benefit Electronic Enrollment (BEE) and the City Human Resource Information System (CHRIS). Work includes coordinating both the functional and technical components of benefits administration directly with internal benefits staff, information technology staff, benefit program providers, and product vendors. In addition, the incumbent supervises clerical and administrative support staff.

The required knowledge of employee benefit programs, software products, in addition to applicable state and federal laws and detailed knowledge of all employee benefits programs distinguish this assignment from the base class.