



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:                   EMPLOYEE SERVICES ASSISTANT**

**DEFINITION:** Under direction, coordinates and administers the City's employee retirement program.

**EXAMPLES OF DUTIES:**

- Advises and counsels City employees on all phases of the City's retirement process;
- Calculates and provides retirement benefit information;
- Completes, notarizes and processes all retirement applications and final settlement documents, including disability and safety retirements;
- Analyzes PERS and Workers' Compensation as to impact on City;
- Testifies at legislative committee meetings, proposes changes to existing laws and assists in their enactment;
- Applies Public Employee Retirement System (PERS), Workers' Compensation laws, regulations, legislation, and policies as they apply to the retirement process;
- Formulates and makes recommendations regarding retirement policies and procedures;
- Ensures the confidential maintenance of retirement records;
- Acts as liaison with departments, Workers' Compensation staff, insurance companies, City Attorney, City Prosecutor, Information Services, and Financial Management;
- Monitors and analyzes insurance payment documents;
- May supervise and train subordinates;
- May supervise and conduct various campaigns and drives for City employees;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Six years of payroll/personnel experience offering specific and substantial preparation for the duties of the position, including at least two years applying the principles, practices and procedures of a public employment retirement program. Applicants may substitute relevant education for part of the required experience. Completed coursework at an accredited college in Public Administration, Public Finance or another area directly related to the position duties will be evaluated on a case-by-case basis.

Willingness to respond to emergency situations during non-working hours.

A valid motor vehicle operator's license may be required.

**HISTORY:**

**NOTE:**           Revision of Classification Specifications dated 07/19/85,  
Approval/Adoption Dates: 03/31/86 - Human Resources Department