

SAN JOAQUIN COUNTY

HUMAN RESOURCES DIVISION

Employee Benefits Analyst

(Personnel Analyst II)

THE POSITION

The San Joaquin County Human Resources Division is seeking an experienced analyst to join its Benefits Unit and provide professional support to the Employee Benefits programs. The individual will work with County managers and employees to provide expertise and ensure delivery of services. The Employee Benefits Analyst position will receive direction from the Employee Benefits Manager.

THE DEPARTMENT

The Human Resources Division reports to the County Administrator's Office and provides centralized human resources and labor relations services for all County departments. The services include recruitment; exam development; EEO investigation; employee development training programs, administration of County health, dental, workers' compensation, unemployment, casualty, and life insurance programs; deferred compensation, and flexible spending programs. The division also negotiates labor contracts; processes complaints and grievances; conducts meet-and-confer sessions and joint labor management meetings; advises County departments on disciplinary actions and counseling matters; recommends policy and procedures for employer-employee relations; and provides staff support for the Civil Service Commission.

Our mission is to partner with all county departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency, and who represent the diverse community we work and live in.

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches— from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty nature, music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370



Recruitment Announcement
0217-RB5102-01



Employee Benefits Analyst

TYPICAL DUTIES

- Analyzes the interpreting legislation, benefit laws, and regulations affecting employee benefits and deferred compensation;
- Provides assistance to the Payroll and the Information Systems (IS) divisions related to the integrated Human Resources Management Systems (HRMS) which the County utilizes to facilitate payroll and benefits administration;
- Performs benefits system administration to ensure changes to benefits plans are appropriately programmed into the County's system;
- Analyzes and interpreting benefits enrollment and utilization data to identify benefit trends and formulating recommendations;
- Develops and implementing benefit communication strategies;
- Prepares reports and benefits communication materials;
- Researches complex benefits, payroll, and coverage questions and formulating resolutions;
- Researches/recommends new or innovative benefits programs for adoption;
- Serves as a benefits resource to other staff;
- Reads, interprets, and recommends changes to benefits language in County labor agreements; and
- Assists the Employee Benefits Manager in assuring compliance with all benefits laws and regulations.

RECRUITMENT INCENTIVES**

- Reimbursement of qualifying moving expenses up to \$2,000
- Vacation accrual rate consistent with candidate's total years of Public Service
- Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

***Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

MINIMUM QUALIFICATIONS

The following minimum qualifications were approved by the Civil Service Commission February 7, 2017:

Education: Graduation from an accredited four-year college or university, preferably with a major in public or business administration, social science, industrial psychology, or a closely related field.

Experience: One year of full-time, professional public personnel or related administrative analytical work in an Employee Benefits unit equivalent to a Personnel Analyst I in San Joaquin County Service. Experience utilizing an integrated payroll and benefits system, including basic system administration is preferred.

Substitution: Experience performing demonstrated complex para-professional public personnel work, such as analyzing legislation/laws/regulations affecting employee benefits and analytical work related to benefits administration may be substituted for the required education on a year-for-year basis.

AND

License: Possession of a valid California driver's license.





SAN JOAQUIN
— COUNTY —
Greatness grows here.

Employee Benefits Analyst

COMPENSATION PACKAGE

Approx. Annual Salary: *\$75,527-\$91,817

* Salary includes 10% Confidential Supplement

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- 10% Confidential Supplement Pay (Included in annual salary above)
- 1937 Act retirement plan with reciprocity with CALPERS
- 12 days sick leave annually with unlimited accumulation
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 holidays per year
- 125 Flex Benefits Plan

For further information regarding benefits, please access the County's benefits website at:

www.sjgov.org/department/hr/benefits

This civil service position is exempt from FLSA and is unrepresented. This position does not contribute to State Disability (SDI).

Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the confidential unit pay in lieu of retaining their cafeteria allowance.

APPLICATION AND SELECTION

Completed application package must include supplemental application and be received by the final filing deadline. Resumes will not be accepted in lieu of an employment application. *NOTE: Job offers that are extended to positions in the Confidential Unit are contingent on successfully passing a pre-employment background.*

Apply online today at www.sjgov.org/department/hr or submit your application, supplemental application and resume to:

Final Filing Date: March 10, 2017
San Joaquin County Human Resources
Attn: Roman Plateau
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508



Employee Benefits Analyst

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.**

If you have no experience to the following, please write or type “none.”

1. Describe your professional work experience directly related to the analysis of employee benefits. Provide details about the benefit programs, and list your specific role and duty. Address your experience in each of the following areas:

- Self-funded medical plan administration
- Fully insured HMO plan administration
- High Deductible Health Plans
- Dental and vision plans
- Section 125 (flexible spending and dependent care) administration
- Life Insurance plans
- Deferred compensation plans
- Post-retirement health plans
- Other employee benefit plans

2. Describe your experience and interaction working with different benefit vendors. Provide specific examples of what projects you worked on with the different benefit vendors.

3. Describe your experience working with Human Resources Information Systems (HRIS) (e.g. Peoplesoft, etc.) Provide details on the specific projects and how you gathered, analyzed and accessed the data.

4. Describe the Affordable Care Act mandates you have directly worked on.

5. Describe your experience supporting the annual renewal and open enrollment for employee benefits programs.

6. Describe your experience explaining and interpreting employee benefits to unions, employees, retirees, benefits providers, and managers.