

SAN JOAQUIN COUNTY

HUMAN RESOURCES DEPARTMENT

Employee Benefits Manager

THE POSITION

The San Joaquin County Human Resources Division is seeking an experienced benefit program professional who has comprehensive and wide-ranging work experience in employee health benefits. This key leadership position will be responsible for administering and managing self-funded as well as fully-funded benefits programs to meet the needs of the County and the County's employees, retirees, their dependents. The position will be responsible for managing a team of five staff and will work closely with third party administrators and contractors to meet the benefit needs of the County's approximately 7,000 employees.

THE IDEAL CANDIDATE

The Employee Benefits Manager will play a critical management role in the continued successful implementation of the Affordable Care Act (ACA) in the County and will be a "hands on" team leader in the Human Resources environment. The ideal candidate will have an in-depth knowledge of the ACA and the public sector environment, will be an effective and creative leader who is comfortable implementing change, engaging staff to achieve strategic goals, will possess excellent verbal and written communication skills, and will have experience working with labor organizations in the collective bargaining process related to employee benefits.

THE DEPARTMENT

The Human Resources Department 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.



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



Recruitment Announcement
0716-RM0250-01

SAN JOAQUIN COUNTY

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 and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi. The median home price in Stockton is still affordable when compared to other nearby areas.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities, cultural, recreational, and educational that the area provides.



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TYPICAL DUTIES

- Plans, supervises, and participates in the administration of the enrollment of County employees for health, dental, vision, life, retirement and deferred compensation plans; manages and administers annual renewal and open enrollment processes.
- Ensures that all plans comply with state and federal laws, regulations and requirements; works with employee organizations and brokers to modify plans as needed.
- On behalf of the Director of Human Resources, explains and interprets County employee benefit programs to departments, employees, employee organizations, and suppliers of health services; responds to questions and complaints regarding County benefit programs.
- Manages the County's self-insured health plan(s); reviews plan usage and benefit trends for purposes of cost containment and benefit enhancement; oversees implementation of other health plans offered by the County;
- Selects, assigns, trains, and evaluates clerical, technical and professional staff who support various benefit program activities.
- Manages the County's Deferred Compensation programs to insure proper collection, crediting and payment of funds; coordinates day-to-day administration of the deferred compensation plan with the record keeper.

Mission Statement

The mission of the Human Resources Division 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.

Major Responsibilities

Acts as a strategic partner to evaluate and negotiate benefit policy contracts and proposals for efficiency, service and cost effectiveness; evaluates employee labor contracts, local insurance activities, and new legislation to determine impact on County benefit programs. Important partner in the SJC Engage training and wellness program.

Application and Selection

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

Final Filing Date: Open Until Filled

Please submit your application and supplemental application to:

San Joaquin County Human Resources
Attn: Jennifer Goodman
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

OR

online at www.sjgov.org/hr

All applications will be reviewed with qualified candidates being invited to participate in an oral examination interview. Top scoring candidates will be referred to the Director of Human Resources for a selection interview.

Final appointment will be conditional upon successful completion of a background check.



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COMPENSATION PACKAGE

Annual Salary: \$99,780 to \$121,287*

*Salary figure includes base salary plus Confidential Unit Supplemental Pay

- ◆ 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$905 to \$1,100 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,791 to \$3,393)
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 10 days of vacation leave a year (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 10 days of administrative leave annually
- ◆ 125 Flex Benefits Plan
- ◆ Life Insurance

This civil service position is exempt from FLSA and is unrepresented and does not participate in CA 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.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a major in public or business administration, insurance, finance, or a closely related field.

Experience: Five years of responsible analytical or management experience, including three years managing and administering comprehensive employee benefit plans. Supervisory experience is preferred.

Substitution: Additional qualifying experience in the management and administration of benefit plans may be substituted for the education on a year-for-year basis to a maximum of two years.

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

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.**



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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 to 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.**

1. Describe your professional work experience directly related to the administration of employee benefits programs. Provide details about the nature and size of the benefit programs (include the size of the workforce covered and the total dollar amount of the plans managed) for which you were directly responsible, and your roles and duties. 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 selecting a new provider for a major benefit program; including details on process or method used to solicit proposals, the key factors analyzed, and your final recommendation.
3. Describe your experience as a supervisor or senior lead staff, listing the number and types of the positions you supervised, which included a role in staff accountability. Include details about your role and the scope of your responsibilities.
4. Describe the Affordable Care Act mandates you have been directly responsible for implementing.
5. Describe your experience managing or administering annual renewal and open enrollment for employee benefits programs.
6. Describe your experience explaining and interpreting employee benefits program to unions, employees, retirees, benefits providers, and managers. Include any formal complaints you responded about employee benefits program.