



San Joaquin County Employment Opportunity

Employee Benefits Analyst- Confidential

Human Resources Division

ABOUT THE POSITION

The Human Resources Division is seeking an experienced Benefits Analyst to join the Employee Benefits Unit and provide professional support to the County's Employee Benefits programs. The incumbent will work with County managers and employees to provide expertise in all aspects of benefits administration and ensure delivery of services. This position will receive direction from the Employee Benefits Manager.

THE DEPARTMENT

Human Resources is a division of the County Administrator's Office and provides centralized HR and labor relations services for all County departments. Services include: recruitment, exam development, EEO investigations, SJC Engage, administration of County health, dental, and voluntary benefit programs, safety, risk and leave management. The division also negotiates labor contracts, processes complaints and grievances, participates in labor management meetings, and provides 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.

THE IDEAL CANDIDATE

This journey-level position plays a critical, analytical role in the Benefits Unit and must be a collaborative and innovative problem solver. The ideal candidate will possess experience with an integrated HR data management system, and will have participated in system solutions for employee benefits administration. The position requires a foundational understanding of benefits administration coupled with strong organizational skills. Candidates must possess excellent oral and written communication skills, which will be used to assist the Employee Benefits Manager in presenting complex benefits-related information to the Board of Supervisors, County Administration and other outside organizations and vendors.

Recruitment Announcement
1019-RB5102-01 (*Personnel Analyst II*)

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suit 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Make San Joaquin County your new home!

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.

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 a 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.



Recruitment Announcement
1019-RB5102-01 (Personnel Analyst II)

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suit 330
Stockton, California 95202
Phone: (209) 468-3370

Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, 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.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. 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.

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Employee Benefits Analyst-Confidential

Typical Duties

- Analyzes the interpreting legislation, benefit laws, and regulations affecting employee benefits and deferred compensation
- Provides assistance to the Auditor-Payroll and 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 systems administration to ensure changes to benefits plans are appropriately programmed and implemented
- Analyzes and interprets benefits enrollment and utilizes data to identify benefits trends and formulate recommendations
- Develops and implements reports and benefits communication strategies and materials
- Researches complex benefits, payroll, and coverage questions and formulates resolutions
- Researches and recommends new or innovative benefits programs for consideration and adoption
- Serves as a benefits resources to other staff
- Reads, interprets, and recommends changes to benefits language in County labor agreements
- Assists the Employee Benefits Manager in assuring compliance with all benefits laws and regulations

Minimum Qualifications

The following minimum qualifications were approved by the Director of Human Resources on October 14, 2019:

Education: Graduation from an accredited four year college or university with a bachelor's degree in public or business administration, social science, industrial psychology, or 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. *Experience utilizing an integrated payroll and benefits system, including basic system administration is preferred.*

AND

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

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.

Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.

Final Filing Date: **November 1, 2019**

Note: Final appointment will be conditional upon passing a pre-employment DOJ Live Scan

This is an unrepresented Civil Service position. 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.



Recruitment Announcement
1019-RB5102-01 (Personnel Analyst II)

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suit 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Employee Benefits Analyst-Confidential

Compensation and Benefits

Approximate Annual Base Salary:

\$69,326- \$84,282

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

- Members of the Confidential Unit receive a supplement of 10% of base salary
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 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 paid holidays per year
- [Click here to see additional benefits information](#)

	Step 1	Step 5
Annual Base Salary	\$69,326	\$84,282
10% Supplement (annual)	\$6,933	\$8,428
1% Employer 457 Contribution (annual)	\$693	\$843
Vacation Cash Out (annual)	\$2,133	\$2,593
Total Potential Annual	\$79,085	\$96,146

Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



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 public employer

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



Recruitment Announcement
1019-RB5102-01 (Personnel Analyst II)

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suit 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
—COUNTY—
Greatness grows here.