

SAN JOAQUIN COUNTY HUMAN RESOURCES DIVISION



Senior Employee Benefits Analyst (Personnel Analyst III-Unrepresented)

THE POSITION

The Human Resources Division is seeking an experienced analyst to perform complex professional level public personnel work in the area of benefits administration. This specialized role will receive direction from the Employee Benefits Manager of Human Resources.

The Personnel Analyst III is expected to be a technical expert in the field of benefits administration for the Human Resources Division and will be the lead on countywide issues relating to this unit. The position will be responsible for ensuring all benefit plans, tiers, and vendors are accurately established for all eligible County employees, lead the annual Open Enrollment process, gather and analyze costing data for various reports, budgets, and contract negotiations, and oversee benefit contribution and deductions related to the County Deferred Compensation plan and SJCERA Retirement.

THE IDEAL CANDIDATE

This position plays a critical role in the division and must be a collaborative and merit principal based problem solver. The ideal candidate will possess public sector experience directly related to benefits administration and demonstrate performing such duties with a high level of independence and professional judgement. The position requires in-depth knowledge and experience with Human Resources Information Systems (HRIS) and the utilization of such systems for benefits administration. Candidates must possess excellent oral and written communication skills, which will be utilized when working with vendors, and partnering County departments.

THE DEPARTMENT

Human Resources is a division of 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 investigations, employee training development programs, administration of County medical, vision, 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

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Recruitment Announcement
0819-RB5103-03



TYPICAL DUTIES

- ◆ Prepares and assists Employee Benefits Manager on budget requirements, statistics, and various auditing reports
- ◆ Audits benefits administration process to ensure accuracy and fiscal impacts
- ◆ Participates in the development of procedures and work methods
- ◆ Conducts or participates in a variety of special department projects and prepares appropriate reports
- ◆ Collects and interprets costing data and demographics for annual actuary and other post employee benefits reporting
- ◆ Assumes functional responsibility for a benefits related program; supervises and manages program activities
- ◆ Prepares correspondence, analytical reports, and board letters and resolutions
- ◆ Supervises benefits staff in absence of benefits manager

MISSION

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, who represent the diverse community we work and live in.

MAJOR RESPONSIBILITIES INCLUDE:

- ◆ *Benefits Administration support to Human Resources leadership*
- ◆ *Review, assess, and implement legislation affecting employee benefits*
- ◆ *Data collection and analysis using an integrated HR Management System*
- ◆ *Run interface files and troubleshoot HR Management System issues*

MINIMUM QUALIFICATIONS

Either Pattern I:

Experience: Two (2) years as a Personnel Analyst II in San Joaquin County service. *Experience in the administration of employee benefits utilizing an integrated HR management system, such as PeopleSoft, is desired.*

Or Pattern II:

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: Three (3) years of full-time professional public personnel or related administrative analytical work, of which at least two (2) years must have been a responsibility level equivalent to Personnel Analyst II in San Joaquin County service. *Experience in the administration of employee benefits utilizing an integrated HR management system, such as PeopleSoft, is desired.*

Substitution: Experience performing demonstrated complex professional public personnel work such as classification, recruitment and/or test development OR administrative/analytical work related to personnel may be substituted for the required education on a year-for-year basis.

And:

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

COMPENSATION PACKAGE

Annual Base Salary: \$85,530-\$103,979

In addition to the base salary, the County offers an excellent benefits package which includes county contribution to medical, dental, and vision plans.

Other benefits and elective programs include:

- ◆ Members of the Confidential unit shall receive a supplement of 10% of base salary (valued from \$8,553 to \$10,398 annually)
- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$855 to \$1,039 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,632 to \$3,199)
- ◆ 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
- ◆ IRS Section 125 Flex Benefits Plan
- ◆ Life Insurance

This civil service position is exempt from FLSA and is unrepresented.

**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 10% unrepresented supplement in lieu of retaining their cafeteria allowance.*

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.*

APPLICATION AND SELECTION

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

Final Filing Date: August 30, 2019

Please submit your application and supplemental application to:

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

OR

online at: www.sjgov.org/departments/hr

Final appointment will be conditional upon successfully passing a pre-employment Department of Justice Live Scan.

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.**

If you have no experience in the following areas, please annotate “none”.

1. Describe your specific work experience in the following professional human resources-related areas and include your role in the process:
 - ◇ Advising departments and staff in the administration of employee benefits
 - ◇ Analyzing, interpreting, and implementing legislation that affect employee benefits
 - ◇ Utilizing an integrated HR Management System (be specific), such as PeopleSoft
 - ◇ Preparing, and analyzing employee benefits-related reports
 - ◇ Auditing benefits internal processes and vendor issues
 - ◇ Leading or supervising staff

2. Describe your full-time professional public personnel or related administrative analytical work which demonstrates a responsibility level equivalent to Personnel Analyst II in San Joaquin County service.