

San Joaquin County Employees' Retirement Association is recruiting for

# COMMUNICATIONS OFFICER

(Management Analyst II)



The San Joaquin County Employees' Retirement Association (SJCERA) administers a defined benefit plan for San Joaquin County and is a trusted steward committed to providing excellent customer service and lifetime benefits to our members.



SAN JOAQUIN COUNTY  
EMPLOYEES' RETIREMENT  
ASSOCIATION

## ***San Joaquin County Employees' Retirement Association—SJCERA***

SJCERA is a \$3.2 billion multi-employer public defined benefit retirement system that provides retirement, disability, and survivors' benefits to eligible employees of San Joaquin County and nine other participating employers. Benefits are funded through employer and employee contributions and investment earnings. SJCERA's highly diversified portfolio seeks to meet our assumed rate of return of 7% over the long term while also protecting assets through downside protection. SJCERA is responsible for maximizing investment returns on member and County contributions, and defraying reasonable expenses of administration.

The Board of Retirement oversees the administration of the benefits and investments in accordance with the California statutes, Internal Revenue Code, and SJCERA's bylaws and policies. For more information about SJCERA, the Board of Retirement, and its investment portfolio, visit [sjcera.org](http://sjcera.org).

### ***Ideal Candidate***

The Communications Officer for San Joaquin Employee's Retirement Association will demonstrate the following skills and abilities:

- Excellent Communication skills (including researching, writing, editing and presentation skills) used to create engaging, accurate content.
- Understanding of communications, public relations, and marketing best practices.
- Ability to clearly summarize complex statutes, policies and regulations.
- Takes initiative and offers strategic ways to improve communications.
- Works well both independently and with a team.
- Strong business and political acumen to work effectively with the public and external entities.
- High level of integrity and a strong professional work ethic.
- Proficiency in software such as Adobe Photoshop, InDesign, Illustrator, and Camtasia is highly desired.

### ***Minimum Qualifications***

**The following selective recruitment criteria was approved by the Director of Human Resources on**

**December 10, 2020:**

**Education:** Graduation from an accredited four year college or university with a major in public or business administration, economics, social or behavioral science, or a closely related field. ***A bachelor's degree in communications or public relations or related field is highly desired.***

**Experience:** Two years of management or administrative work which include experience performing professional public relations or communications for an agency.



### ***Primary Duties:***

- Develop, implement and maintain an effective member and employer communications program.
- Curate content across all communications channels (website, publications, forms, form letters, videos, presentations, etc.).
- Create online video content, present member education seminars, develop and update fact sheets and web content, author and distribute periodic communications to targeted member audiences.
- Improve the effectiveness of SJCERA's communications and the strength of the SJCERA brand by applying best-practice strategies.
- Prepare formal presentations for the Retirement Administrator.

### ***Other Typical Duties Include:***

- Gathers information and data necessary for the study of policies, procedures, organization, operations, services, and other related matters; tabulates, charts data; and analyzes data gathered by statistical and other techniques.
- Performs general systems, procedures, workload, workflow and other studies.
- Reviews and analyzes departmental budgets; may monitor and administer department budget.
- Researches and analyzes laws, policies, and other regulatory requirements and changes; develops policy statements for management approval.
- Confers with representatives of other agencies or departments; coordinates projects; serves as liaison between departments.
- Prepares reports of studies and recommendations; prepares and answers correspondence and questionnaires.
- May supervise others as assigned.



## ***Compensation and Benefits***

San Joaquin County offers competitive wages and a strong benefit package which includes:

### **Annual Base Salary:**

- **\$70,712.92-\$85,952.00**

### **Competitive Benefit Package:**

- ◆ Defined benefit retirement plan with reciprocity with most other California public retirement plans
- ◆ 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
- ◆ 10 paid holidays per year
- ◆ 125 Flex Benefits Plan
- ◆ Merit Salary Increases
- ◆ Educational Reimbursement
- ◆ Health, Dental and Vision Insurance

For more benefit information, please access the County's benefits website at:

[sigov.org/departments/hr/benefits](http://sigov.org/departments/hr/benefits)

## ***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. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. 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: **December 30, 2020**

