

San Joaquin County Employment Opportunity **Human Resources Benefits Manager**

ABOUT THE POSITION

We're seeking an enthusiastic Benefits Manager to lead the County's employee benefits programs, connecting our workforce to comprehensive packages that truly make a difference. In this dynamic role, you'll manage a range of benefits, including health, dental, and vision plans, life insurance, deferred compensation, and voluntary benefits for both active and retired employees, all while ensuring compliance with state and federal regulations. You'll collaborate closely with brokers and the Director of Human Resources to negotiate contracts, evaluate proposals for cost-effectiveness, and oversee enrollment processes. As part of the Principal Leadership team, you'll play a key role in staff management, budget preparation, and the development of innovative programs that enhance employee health and productivity, all with the goal of delivering top-notch coverage and controlling costs. If you're ready to lead with purpose and make a real impact, this position is for you!

THE IDEAL CANDIDATE

The ideal candidate for this position should be a seasoned professional with an in-depth understanding of employee benefits programs, adept at navigating complex regulations and demonstrating strong negotiation skills. Effective communication and leadership abilities are crucial, as this candidate will be responsible for analyzing benefit programs while supervising and training a team. Financial acumen is essential for budgeting and ensuring program sustainability. Additionally, the ideal candidate should stay current with industry trends and adapt to evolving regulations, ultimately serving as a dedicated advocate for employee well-being and effectively managing a comprehensive and efficient employee benefits program for the County. The position requires a candidate with extensive HRIS expertise who can effectively manage benefits administration and work closely with the Information Systems Division (ISD) on delivery of benefit services.

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: Employment Services to include recruitment, retention, exam development, and performance management, EEO Program, Staff Development & Wellness, 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, EEOAC, Deferred compensation.

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.

Recruitment Announcement
0924-RM0250-01
Equal Opportunity Employer

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

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Human Resources Benefits Manager

Compensation and Benefits

Approximate Annual Total Compensation:

Human Resources Benefits Manager

***\$126,160—\$153,348**

** Approximate annual salary includes 10% confidential supplement*

Future COLA: July 2025 = 3%

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:

- Confidential Unit receive a supplement of 10% on top of base salary (noted above)
- 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
- 80 hours of Administrative Leave every fiscal year

Click on link for all [benefits](#).

Recruitment Incentives*

- **Vacation Accrual Rate:** San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.
- **Sick Leave:** Candidates leaving other employment may receive credit for actual non-reimbursable sick leave hours (up to 160 hours).
- **New Hire Retention Bonus:** \$2,000 upon completion of first year equivalent employment (2,080 hours); \$1,000 at 6,240 hours; \$3,000 at 12,480 hours.
- **Moving Expenses:** Documented costs to a max of \$2,000

	Step 1	Step 5
Annual Base Salary	\$114,691	\$139,408
10% Supplement (annual)	\$11,469	\$13,940
1% Employer 457 Contribution (annual)	\$1146	\$1394
Vacation Cash Out (64 hrs)	\$3,529	\$4,289
Total Potential Annual Comp	\$130,835	\$159,031

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**.

Final Filing Date: October 11, 2024

This Civil Service position is unrepresented. Final appointment will be conditional upon passing a Pre-Employment Background and DOJ Live Scan.

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



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Primary Duties Include:

- Manages the County's self-insured health plans; reviews plan usage and benefit trends for purposes of cost containment and benefit enhancement
- Negotiates and evaluates benefit policy contracts and RFP's for efficiency, service and cost effectiveness
- Leverage HRIS expertise to efficiently oversee benefits administration and collaborate closely with the Information Systems Division (ISD).
- Plans, supervises, and participates in the administration of the enrollment of County employees for health, dental, vision, life, retirement and deferred compensation
- Coordinates with the Auditor's Office and departments to insure the proper deductions, payment of insurance premiums, and other administrative record keeping
- Recommends policies and procedures affecting employee group insurance.
- Selects, assigns, trains, and evaluates clerical, technical and professional staff who support various benefit program activities
- Explains County benefit programs to departments, employees, and to the Director of Human Resources
- Manages the County's Deferred Compensation programs, crediting and payment of funds; negotiates rates
- Develops and implements a comprehensive health and productivity program for County employees
- Prepares a variety of correspondence and reports ; prepares annual health plan budgets and conducts periodic analyses and reports based on actual performance.



Minimum Qualifications

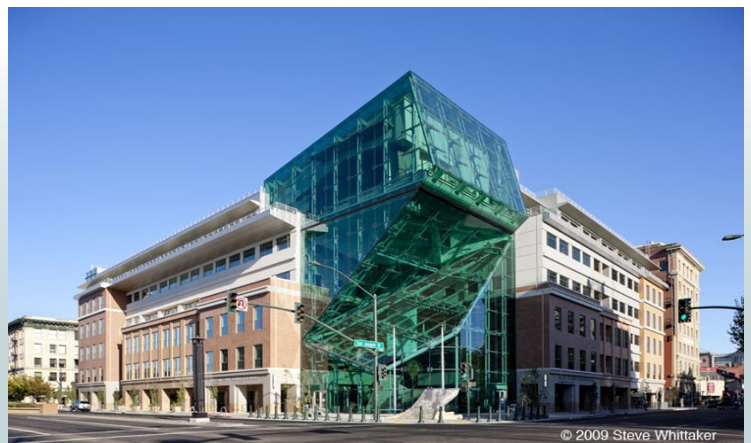
Education: Graduation from an accredited four-year college or university with a major in public or business administration, insurance, finance, or a closely related field.

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.

AND:

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



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.

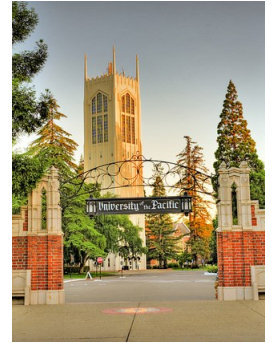
San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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.



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. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

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.

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