



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Employee Benefits Manager**

*An Equal Opportunity Employer*

**SALARY**

\$45.91 - \$55.81 Hourly    \$3,685.37 - \$4,480.08 Biweekly    \$7,984.97 - \$9,706.85 Monthly  
\$95,819.68 - \$116,482.17 Annually

**OPENING DATE:** 02/05/18

**CLOSING DATE:** 02/27/18

**THE POSITION**

**The County of Sonoma is seeking an experienced benefits professional to join the Human Resources Department's Management Team. This is a great opportunity for an outgoing, proactive, and self-directed employee benefits professional to manage a variety of benefits and wellness programs.**

**What the Position Offers**

In addition to a competitive starting salary, expansive opportunities for growth and development, being part of a challenging and rewarding work environment that offers continuous training and education, and the satisfaction of knowing that you are working to better the communities of our region, you can look forward to some excellent benefits\*, including:

- A cash allowance of approximately \$600 a month
- An annual Staff Development/Wellness Benefit allowance of \$1,500
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range
- Approximately five weeks of annual vacation & administrative leave accrual, and increased accrual rates with longevity; 11 holidays per year; and generous sick leave accruals
- Choice of five health plans with a County contribution
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement

*\*Benefits described herein do not represent a contract and may be changed without notice.*

**About the Position**

The Employee Benefits Manager is responsible for the design, development, implementation, management, administration, marketing, and communication of all health and welfare benefit programs provided to County of Sonoma employees, retirees, and their dependents – a customer base of over 10,000 lives. Benefit programs include medical, dental, vision, life insurance, Employee Assistance Program (EAP), IRC Section 125 flexible spending programs, and Health Reimbursement Arrangements (HRA).

The position is expected to successfully meet short and long-term objectives, to identify process efficiencies by maximizing the use of the County's Human Resources Information System (HRIS) for benefit administration, to analyze and review trends within the benefits industry, and to ensure legal compliance. Confidentiality, discretion, and diplomacy are essential to this position.

The Employee Benefits Manager leads a team of seven full-time staff and is responsible for the work of various consultants, program vendors, and support resources. The successful candidate

will be someone who has proven experience in managing a complex and integrated benefits program, achieving workflow efficiencies, and exercising the leadership necessary to foster a positive work environment that encourages collaboration, continuous improvement, and ongoing learning. The Manager works in partnership with the Employee/Labor Relations unit and employee bargaining units to identify ways to meet the benefit needs of the County, employees, and retirees.

### **The Ideal Candidate**

In addition to specific Benefits-related knowledge, skills, and qualifications, the successful candidate will be a creative manager with vision, energy, and an innovative approach to meeting the benefit needs of a diverse and changing County workforce. The ideal candidate will also possess:

- Knowledge of current industry trends in employee benefits administration, including health, dental, vision, life insurance, flexible spending accounts, and health reimbursement arrangements
- The ability to identify, develop, and implement health care cost containment strategies
- Strong analytical skills; particularly in the areas of financial, accounting, and fiduciary analysis
- The ability to illustrate and communicate complex statistical data to executives, officials, employees, employee organization representatives, and other stakeholders
- Knowledge of current regulatory requirements affecting benefits administration, including COBRA, HIPAA, FMLA, HRA and other tax deferred and tax exempt benefit options, pursuant to the Internal Revenue Code, and the Affordable Care Act
- Certification in a related human resources discipline is an asset

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of education, experience, and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in human resource management, public administration, business administration, industrial or labor relations, psychology, sociology, or a closely related field, and four years of professional level experience managing and administering employee benefit programs, and experience supervising staff would provide this opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Thorough knowledge of:** principles and practices of employee benefit programs; employee benefit administration and financing; industry best practices in employee benefit administration and management; budgetary practices and controls; office procedures, methods, and equipment including computers and applicable software applications such as HRIS systems, word processing, spreadsheets, and databases; English grammar, usage, and syntax; pertinent federal, state, and local laws, codes, and regulations.

**Considerable knowledge of:** training and supervision of subordinates; attention to detail and understanding of the global effect of work processes, systems, policies, and procedures; communication skills and techniques for data collection and the preparation of written or oral reports.

**Ability to:** manage and coordinate employee benefit programs; supervise, direct, and coordinate the work of lower level staff; implement process improvements; participate in the selection, training, and evaluation of assigned staff; negotiate, motivate, redirect, or convince

others, both in writing and verbally; resolve conflicts; make quick, accurate decisions, without supervision; accept and carry out responsibility for direction, control, and planning; multi-task in a fast environment on multiple projects; interpret and plan for new legislation to insure compliance; participate in the preparation and administration of assigned budgets; prepare clear and concise informational data and reports; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; prioritize and delegate; review staff work; establish and maintain effective working relationships with those contacted in the course of work.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer is contingent will

be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

## **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG

HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.yourpath2sonomacounty.org>

OR  
575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/02-0858-O  
EMPLOYEE BENEFITS MANAGER  
SK

## **Employee Benefits Manager Supplemental Questionnaire**

\* 1. Please describe your professional work experience in employee benefit administration. Provide details about the nature and size of the business entity, the types of benefit programs for which you were directly responsible, and your role and duties.

\* 2. Please describe any direct experience you have in each of the following areas.

- HMO/PPO plan administration
- Dental/Vision plan administration
- IRS Section 125 (flexible spending/cafeteria plan) administration
- HRA administration
- Other employee benefit plans

Include your role and duties related to each area, the size of the work force covered, and the total dollar amounts of the plans managed.

3. Please describe your experience selecting a new provider for a major benefit program; including details on process or method you used to solicit proposals, the key factors you analyzed, and your final recommendation.

4. Please describe your experience as supervising or leading staff. Include details about your role and the scope of your responsibilities, and list the number and types of positions you supervised and/or led.

\* 5. How did you first learn about this opportunity?

- Alliance for Innovation
- Association of Bay Area Governments (ABAG)
- BenefitsLink

- California City News
- California State Association of Counties (CSAC)
- CalJobs
- CalPELRA
- College or University
- Craigslist
- CSAC-EIA
- Employee of Sonoma County
- Facebook
- From a County Employee
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- IFEBP
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Minority Organization or Group
- Monster
- Municipal Insider
- NPELRA
- PARMA
- PASCO (www.pascohr.org)
- Press Democrat
- RIMS
- SHRM
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Western City
- Women's Organization or Group
- Other Internet Site
- Other Publication
- MMANC

\* Required Question