



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

**Employee Benefits Analyst I**

*An Equal Opportunity Employer*

**SALARY**

\$34.40 - \$41.82 Hourly    \$2,761.42 - \$3,357.05 Biweekly    \$5,983.08 - \$7,273.61 Monthly  
\$71,796.93 - \$87,283.36 Annually

**OPENING DATE:** 04/20/18

**CLOSING DATE:** 05/14/18

**THE POSITION**

**The County of Sonoma Human Resources Department seeks an analytical, solution-oriented Benefits professional with HRIS experience to join our fast-paced, collaborative team.**



**Starting salary negotiable up to \$7,273/Mo (\$87,283/Yr), plus a cash allowance of approximately \$600/month, and benefits.**

**Please Note: To be considered for the Employee Benefits Analyst II position, you will need to apply to the separate, concurrent recruitment being conducted.**

**What the Position Offers**

In addition to generous starting pay, 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:

- An annual Staff Development/Wellness Benefit allowance of \$1,500
- 401(a) - 3% of Base Salary County Contribution
- 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 Our Position**

Employee Benefits Analysts analyze and manage programs related to health and welfare benefit programs provided to County of Sonoma employees, retirees, and their dependents – a

customer base of over 10,000 individuals. Benefit programs include medical, dental, vision, life insurance, Employee Assistance Program (EAP), IRC Section 125 flexible spending programs, and Health Reimbursement Arrangements (HRA).

In addition, the Employee Benefits Analyst I collaborates with the Human Resource Information Systems (HRIS) team, Payroll staff, and Information Systems Department to ensure the accuracy and integrity of all HRIS benefits-related data. As part of these efforts, the Analyst works on projects related to transmitting data to vendors, developing system requirements and strategies for our HRIS system, and identifying and implementing system improvements with vendors to streamline and improve efficiency of Benefits activities.

The Employee Benefits Analyst role requires considerable knowledge of complex and changing laws and administrative regulations affecting health and wellness programs. Incumbents are expected to exercise significant discretion and independent judgment while performing their duties pursuant to laws, regulations, policies, administrative rules, and procedures.

Ideal candidates will possess:

- Considerable experience with benefits plan administration
- Three-plus years' of experience working with HRIS systems
- Proven analytical and critical thinking skills, and a keen attention to detail
- A passion for process improvement and recommending creative solutions
- Excellent planning and organizing skills
- The ability to communicate technical information in a clear and concise manner, both verbally and in writing
- A customer-focused mindset and the ability to partner with a diverse client base
- Superb computer skills, including extensive experience working with Excel

### **About the HR Department**

We are a team of 64 employees who provide human resources and risk management services to the County's 28 Departments. These diverse services include: recruitment and examination, classification plan management, EEO, Employee/Labor Relations, Workforce Development, employee benefits, safety, and risk management. Under the guidance and leadership of our Human Resources Director, HR's mission is to provide County departments with human resources by recruiting, developing, and retaining an outstanding workforce who are committed to quality public service for the County of Sonoma. We value customer service, professionalism, consistency, proactive planning and flexibility, and innovative problem-solving.

**Note:** This recruitment is being conducted to fill a full-time position as an Employee Benefits Analyst. This employment list may also be used to fill future full-time, part-time, or extra-help positions as they occur during the active status of the list.

The Civil Service title for this position is Risk Management Analyst I.

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

### **MINIMUM QUALIFICATIONS**

Any combination of course work, training, and/or work experience which clearly demonstrates possession of the knowledge and abilities listed. Normally, this would include the following:

**Education:** Academic course work in public administration, business administration, accounting, law, economics, safety, industrial engineering, risk management, and/or other related courses. A bachelor's degree related to one of these fields is highly desirable.

**Experience:** One year of experience working with occupational safety and health programs, workers' compensation, disability management, employee benefits and insurance, casualty insurance, or loss control programs, preferably with a public agency and/or in a risk management program.

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

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

**Working knowledge of:** principles and practices, legal statutes, civil procedures, and administrative regulations relating to occupational health and safety, workers' compensation, disability management, liability, employee benefits and insurance, or related programs, and related non-monetary compensation; medical and technical terminology used in individual injury cases; claims adjusting, investigation, and administrative techniques necessary to carry management of claims from initial report to settlement or closure; operations and functions of County government, including budget methods, program analysis, employee relations, and group dynamics; written and oral communications, including language mechanics, syntax and English composition; research methodology, report writing, basic statistics, and actuarial principles and appropriate applications; modern office methods, procedures, and computer applications related to work, including methods of graphical presentation and management of electronic database systems.

**Ability to:** use judgment and discretion to integrate technical knowledge with interpersonal and communication skills dealing with the public, County management personnel, employees, attorneys, medical providers, and others in a manner consistent with the policies, practices, and procedures of the organization; research, understand, interpret, and apply specific rules, laws, ordinances, and policies to applicable risk management areas such as disability, safety, liability, and benefits; plan and organize research and statistical reports relating to various aspects of risk management, budget, general management matters, accident causation, safety conditions or benefits; evaluate results and recommend corrective measures using principles of inductive and deductive reasoning; and where applicable, effectively present conclusions before advisory and policy bodies; organize, develop, and prepare claims for assignment to counsel, trial and pretrial conferences; prepare informational materials, brochures, and newsletters to relate complex regulations and data to employees and officials; organize and develop effective programs for the reduction of occupational hazards and accident prevention; facilitate consensus and negotiate resolution of complex problems involving a variety of claimants, individuals, employee groups, consultants, carriers and service providers; analyze situations and adopt effective courses of action working independently and with either oral or written direction.

### **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](https://agency.governmentjobs.com/sonoma/job_bulletin.cfm?JobID=2053624) 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 are 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: AK  
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 #18/04-0766-O  
EMPLOYEE BENEFITS ANALYST I  
AK

## **Employee Benefits Analyst I Supplemental Questionnaire**

\* 1. 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
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ IFEBP
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien!
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Municipal Management Association of Northern California
- ☐ 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
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

\* 2. Describe your professional work experience in employee benefit administration. Provide sufficient details about the nature and size of the business entity, the types of benefit programs with which you worked, and your specific role(s) and duties to allow for a thorough evaluation of your qualifications.

\* 3. 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 details about your role(s) and duties related to each area, the size of the work force covered, and the total dollar amount(s) of the plans managed.

\* 4. Please detail a specific example when your analysis resulted in a change in a benefit plan/program or related policy or procedures. Provide details about the following aspects of the project:

- How you conducted your research and analysis
- How you developed and presented your recommendation(s),
- The audience to which you presented your recommendation(s), as well as
- The long- and short-term outcome(s)

- \* 5. Please describe your experience working with HRIS systems. Detail the systems and programs you have used, and your roles and responsibilities related to HRIS.
  
- \* 6. Please describe your experience researching, interpreting, and implementing state and federal regulations, Memoranda of Understanding, and/or Personnel Rules. Indicate positions in which you performed these functions and the types of rules and regulations.

\* Required Question