



The County of San Bernardino  
invites application for the position of

**Employee Benefits Manager**  
Job Number: 18-16098BEN-01

**SALARY**

\$6,004.27 - \$8,261.07 Monthly    \$72,051.20 - \$99,132.80 Annually

**APPLY BY:** Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

**THE POSITION**

**TOTAL ANNUAL COMPENSATION WITH BENEFITS UP TO \$225,658**

**Effective July 23, 2018, a 3% salary increase plus a roll-in of the supplemental retirement contribution will increase the maximum annual base salary to \$104,645.**

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**Additional scheduled increases through July 18, 2020  
will raise the maximum annual salary to \$111,010**



Human Resources has an immediate need for an experienced and innovative **Employee Benefits Manager** to fill a key leadership position in our Employee Benefits and Services Division.

**Open Until Filled**

For first round consideration, apply by the **Priority Review date of April 20, 2018**

The **Employee Benefits and Services Division** is responsible for the administration and delivery of benefits to approximately 22,000 County employees and 10,000 retirees, and their dependents. The **Employee Benefits Managers (EBM)** lead teams of analysts and support staff directly involved in the administration and delivery of a variety of benefits, which include medical, dental, vision, and life insurance, as well as salary savings plans (e.g., 401(k), 457(b)) and integrated leaves programs. In addition, EBMs manage a variety of special projects, handle the more complex benefits contract/compliance issues, and ensure on-going collaborative relationships with vendors, while safeguarding the County's best interest.

*Official title: Human Resources Analyst II; for a detailed job description, please click [HERE](#).*

**THIS POSITION OFFERS A LUCRATIVE BENEFITS PACKAGE THAT INCLUDES:**

Paid Time Off	Health Benefits	Retirement	Additional Benefits
<ul style="list-style-type: none"> <li>• Up to 4 weeks accruable Vacation</li> <li>• 80 Hours Administrative Leave</li> <li>• 12 days Sick Leave with unlimited accrual</li> <li>• 14 Paid Holidays</li> <li>• 16 hours Perfect Attendance Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Medical, Dental and Vision – family coverage</li> <li>• Premium subsidies up to \$12,959 annually</li> <li>• Flexible Spending Account with up to \$1,040 annual County match</li> </ul>	<ul style="list-style-type: none"> <li>• Generous Pension</li> <li>• 401k with 2-for-1 County match up to 6% of salary</li> <li>• 457(b) with .5-for-1 County match up to .5% of salary</li> <li>• Retirement Medical Trust Fund – County contribution up to 2.5% of salary</li> <li>• <b>Retirement Reciprocity</b></li> </ul>	<ul style="list-style-type: none"> <li>• Flexible Work Schedule (9/80)</li> <li>• \$1,000 Education/Membership Reimbursement</li> <li>• Health Club Membership Reimbursement</li> <li>• Employee Discount Program</li> <li>• Life Insurance</li> <li>• Long &amp; Short Term Disability</li> <li>• Commuter Services</li> </ul>

**For additional benefits and details click here.**

## **MINIMUM REQUIREMENTS**

**Experience:** Two (2) years of journey-level professional Human Resources experience equivalent to a Human Resources Analyst or higher, with primary responsibility for benefits administration; experience must include analysis/management of medical, dental, vision, and other benefit plans and health and wellness programs; leaves management; vendor liaison and contract administration; and researching, interpreting and applying Federal and State laws pertaining to employee benefits.

**–AND–**

**Education:** A bachelor's degree in Business or Public Administration, Behavioral Science, Human Resources Management, Organizational Psychology, or a closely related field.

*Candidates possessing an equivalent combination of qualifying work experience and training as described above may be considered.*

## **DESIRED QUALIFICATIONS**

The **ideal candidate** will have strong leadership skills and extensive professional level human resources experience in the administration of a variety of benefits for a public agency, including plans regulated under section 125 of the Internal Revenue Code, as well as establishing and maintaining collaborative relationships with a variety of vendors. In addition, the ideal candidate will be a problem solver with a strong customer service focus and exceptional verbal and written communication skills; will have excellent planning and organizing skills with the ability to handle and prioritize multiple assignments and/or projects; and will be able to work effectively with others, both internally and externally, at various levels in the organization.

## **SELECTION PROCESS**

This is an open and competitive recruitment with a **priority filing deadline of April 20, 2018**, after which the first evaluation of applications will be conducted to establish an eligible list. **Applicants are encouraged to apply early** as the recruitment may close at any time after the first review date.

The selection process will consist of a competitive evaluation of qualifications based on a review of the application materials. Be sure to include in your application and supplemental questionnaire any relevant experience and education that demonstrates that you meet or exceed the minimum requirements and include detailed information regarding your skills and length of experience in the areas identified for the Ideal Candidate.

**[Please click HERE for important Applicant Information and the County Employment Process.](#)**

*The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.*

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Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415  
An Equal Employment Opportunity and ADA Compliant Employer

**Issue Date:** 3/31/18 SZ