



REVISED

POSITION: **BENEFITS ADMINISTRATOR, Req. # PS100511**
(Location: San Rafael, CA)

CLASS CODE: **91150/Exempt**

SALARY RANGE: **\$74,334.00 to \$89,856.00, annually, plus excellent benefits** (37.50 Hour Work Week)
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: **Monday, February 22, 2010**

CLOSING DATE: **Monday, March 15, 2010**

OPEN TO: **All Qualified Applicants**

OPENINGS: **1 and to Create an Eligibility List for this recruitment**

POSITION DESCRIPTION:

Under general direction, the Benefits Administrator performs complex and difficult work at an advanced journey level providing Human Resources services for assigned functional areas. Responsibilities may include various HR areas with primary or secondary assignments for areas including; manage and administer; health/welfare program, drug and substance abuse testing programs, personnel/medical records, retirement programs, HRIS applications and other related tasks as required or assigned. May develop, design, coordinate, implement, and administer HR programs for District management, employees, and retirees. Acts as an internal consultant to District management, supervisory personnel, union representatives, and employees regarding interpretation and application of Human Resources related laws, regulations, policies, and labor contracts. Assists management, employees, and retirees in achieving resolution of HR program issues. Assists Human Resources Director in areas as assigned performing District-wide program and project management tasks, supervises work of assigned staff, responds to daily and routine inquiries regarding program administration, and may represent District for public activities. Duties may include compiling data and research pertaining to HR programs for formal presentations to all levels of the organization (including Board of Directors) with recommendations for strategic organizational, financial and operational actions.

MINIMUM JOB REQUIREMENTS:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with major course work in Human Resources Administration, Public Administration, Social Science or a closely related field. *Position related experience may be substituted on a year for year basis in lieu of degree. A written statement detailing experience in lieu of degree must be submitted at time of application*

MINIMUM JOB REQUIREMENTS CONTINUED:

- A combination of college level training and position related experience equivalent to:
Five years of position related Human Resources experience in Employee Benefits or directly related Human Resources administration experience, including one-year of formal lead or supervisory experience
- Demonstrated proficiency at an intermediate to advanced level of skill using computers and applicable software: Microsoft Office specifically Excel, PowerPoint, and Database software
- Must demonstrate an advanced level of knowledge and skill involving the use of Human Resources Information Systems (HRIS) or similar applications
- Experience in a public sector environment and a multi-union environment preferred
- Experience involving administration of Employee based substance abuse and drug testing programs, or related Human Resources program experience desirable
- Professional certification in Human Resources including; Certified Employee Benefits Specialist(CEBS), Certified Benefits Professional(CBP), SHRM designation for SPHR/PHR or equivalent desirable

ESSENTIAL RESPONSIBILITIES (CORE):

- Works with all District departments to resolve sensitive and controversial issues using persuasive techniques involving significant coordination of resources and resolution of problems
- Responds to employee requests and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner
- Provides supervision and guidance to assigned employees in areas of HR programs and projects including specific methods, procedures and techniques for assigned HR services
- Responsible for exercising significant independent judgment in the performance of all duties
- Maintains current level of knowledge and awareness of new trends, legislation and innovations in the field of Human Resources to respond to District-wide issues and support planning efforts to develop programs
- Directs the maintenance of centralized data records (including electronic and automated files); ensures records are accurately updated and in compliance with mandated rules and regulations
- May lead or participate in the development and administration of assigned budget for staffing, equipment, consulting services, vendor contracts, and performance of HR programs

HUMAN RESOURCES ADMINISTRATOR

Benefits Administration:

- Administers and manages health/welfare programs by preparing, implementing and distributing written and verbal requirements to inform employees of benefits, policies, and procedures, evaluating benefits rates/plan submitted by vendors, conducting annual enrollment activities, interpreting collective bargaining agreements in regard to different health/welfare requirements, and applying laws and legislations that impact benefits
- Administers and manages retirement and other pension related programs by applying appropriate laws and legislation, conducting best practices and benchmarking studies as needed, collaborating with finance and retirement boards to annually review and determine appropriate design plan changes, and training staff as warranted on pension related programs
- Develop, implement and administer District's Drug Testing Program for compliance with all federal regulations and related requirements
- Coordinate and administer Employee Assistance and Chemical Dependency Programs, including fitness-for duty consultations with District supervisory personnel

HUMAN RESOURCES ADMINISTRATOR

Benefits Administration Continued:

- Develops, coordinates, maintains, and supervises employee benefits records management programs by, developing methods to ensure efficient filing, storage, and retrieval of employee healthcare records, ensuring confidentiality of employee medical records, monitoring and testing the Human Resources Information System (HRIS), and maintaining current knowledge on laws affecting employment records and confidentiality
- Prepares reports and analyzes data, reviews established policies and procedures and confers with management, internal departments including Finance, union representation, and legal counsel, making recommendations regarding personnel and benefit rules, regulations, policies, practices, standards and procedures to ensure costs efficient program management
- Administers District's HRIS database, including all personnel and benefit actions. Coordinates system updates, annual testing and implements process improvements. Coordinates with IT and other District personnel to ensure updates, maintenance and overall administration of the system's data integrity
- Monitors and audits benefit programs and information databases for accuracy and required compliance
- Develops and presents effective employee program communications and presentations
- Represents the District at meetings as assigned and may chair and/or serve on special committees
- Knows and follows the safety and health rules and safe working practices applicable to his or her job

Human Resources Information Systems (HRIS):

- Responsible for evaluating and coordinating specific software and HR applications, systems analysis and workflow evaluation, design and coding, and database administration with emphasis on more complex design and development for HR activities. May require advanced level of knowledge of HR programs and work task activities. May perform general system support activities relating to specific assigned HR programs, which may include less complex systems and programming duties (reporting writing functions) associated with the implementation, modification, integration and support of existing systems
- Analyzes and defines user requirements for HR applications, data query, and web-based services; creates specifications; codes, tests, documents and implements application programs for the most complex programs including, but not limited to, production databases or agency web sites or web portals; leads testing sessions and coordinates the final deployment of new or modified applications based on user feedback
- Assists with the development and implementation of policies and procedures to ensure the integrity and availability of applications and web services; ensures compliance with security/information assurance policies, principles, and practices in the delivery of data and web services. May also train and monitor others

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

- Knowledge of Federal and state laws, District policies, and labor contract requirements, and must possess the ability to present correct interpretation of same verbally, and in writing
- Knowledge regarding modern principles of Human Resources and organization and management
- Ability to analyze and enforce legal requirements, District policies and procedures and investigate and recommend solutions to employee complaints
- Instruct and motivate employees in a positive manner
- Communicate effectively both orally and in writing with union representatives, insurance vendors, consultants, and District employees
- Maintain a high level of confidentiality
- Proficient in the use of various software programs (i.e. Microsoft Office, HRIS)
- Ability to use various software programs required in the course of work

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- May travel to all District facilities
- Finger dexterity to use computer keyboard
- Communicate by using telephone and electronic devices

LICENSE(S):

- Must possess and maintain a current, valid California Driver's License and satisfactory driving record
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APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENT STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

THREE WAYS TO APPLY:

- **E-MAIL to:** jobs@goldengate.org:
Please reference the position title in the subject line of your email.
- **MAIL to:** Human Resources Department – T. Claire
1011 Andersen Drive
San Rafael, CA 94901-5318
- **Apply IN PERSON:** at 1011 Andersen Drive, San Rafael, CA 94901-5318

For directions and general information visit our web site – www.goldengate.org

Office Hours: 8:30 a.m. – 4:30 p.m.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. Supplemental Questionnaire
2. Resume and Cover Letter
3. Evidence of Degree will be confirmed at time of offer

****Materials received after close date will not be considered for this employment opportunity****

THE SELECTION PROCESS FOR THIS POSITION will include:

- Supplemental Questionnaire and/or writing assessment
- Oral Panel Interview (*candidates best meeting the qualifications listed on this Job Announcement will be invited to participate in Oral Panel Interview*)
- Department interview for final candidates

****The District will invite only those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process**

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation, military experience or genetic information.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4526 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Rev 03/03/2010
HP/TC

Human Resources Department
Human Resources Coordinator
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318