



EMPLOYEE BENEFITS SUPERVISOR



SACRAMENTO
COUNTY





THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.6 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 600,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multiuse trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the more affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive are Administrative Services, Public Safety and Justice, Community Services, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care Services, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's Approved Fiscal Year (FY) 2023-24 Budget is over \$8.4 billion, and there are more than 13,600 full-time employees.

THE POSITION

Under general direction and as the first level manager in the office, the Employee Benefits Supervisor manages employees who perform a wide variety of work involving programs administered by the County's Employee Benefits and/or Deferred Compensation Office. This position is responsible for managing the day-to-day operations of the office including establishing policies and procedures and performs more complex research and statistical studies. This includes health, dental, life, and other group benefit or deferred compensation programs, various employee benefit options, Internal Revenue Service compliance, supervision and regulatory compliance, plan documentation, audits and analysis, including the implementation of new programs or changes in existing programs. Incumbents are assigned a variety of assignments without detailed instruction or guidance.

The Employee Benefits Supervisor reports to the Employee Benefits Manager.

MINIMUM QUALIFICATIONS

Either:

1. Three years of experience in the class of Employee Benefits Analyst within Sacramento County Service.

Or

2. Possession of a Bachelor's degree or higher from an accredited college or university in business or public administration, human resources management, psychology, labor relations or a field closely related to the intent of the class.

And

Three years of professional experience in the development and administration of employee benefits and/or deferred compensation.

(Note: Completion of a master's degree in a closely related field from an accredited college or university may substitute for one year of the experience requirement).



COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$120,519.36 - \$146,494.08 annually, including a 3.35% management incentive for a combined total of \$124,556.76 - \$151,401.63.

The attractive benefits program includes:

- **Retirement** – The County's defined-benefit pension plan is provided by the County Employees' Retirement Law of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 3% of the monthly gross salary into a 401(a) plan as long as the employee contributions to the 457(b) are at least 1% of gross salary for the pay period or at least 1% of the compensation earned year-to-date.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$1,000,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes to a Retiree Health Savings Plan. After 10 years of County service, employees are eligible for 2.5% longevity pay.

HOW TO APPLY

If you are interested in pursuing this unique and exceptional career opportunity, applicants must complete and submit an online County of Sacramento employment application and supplemental questionnaire via the County's jobsite, at www.saccountyjobs.net.

The next filing cutoff is 5:00PM on Monday, April 8, 2024.

The exam closes at 5:00PM on Monday, April 22, 2024. Apply by April 8, 2024, for immediate consideration.

Following the establishment of the eligible list, the most qualified candidates will be invited to participate in the interview and selection process, which is tentatively planned for ????

If you have questions and for additional information about this position, please contact Julie Ly, Personnel Analyst, via phone at (916) 874-4385 or via email at LyJ@saccounty.gov

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