The

County of San Diego

Invites Resumes for

Human Resources Services Manager

(*Benefits Option*)

Anticipated Hiring Range is
$91,520 - $110,000 Annually
Depending on Qualifications

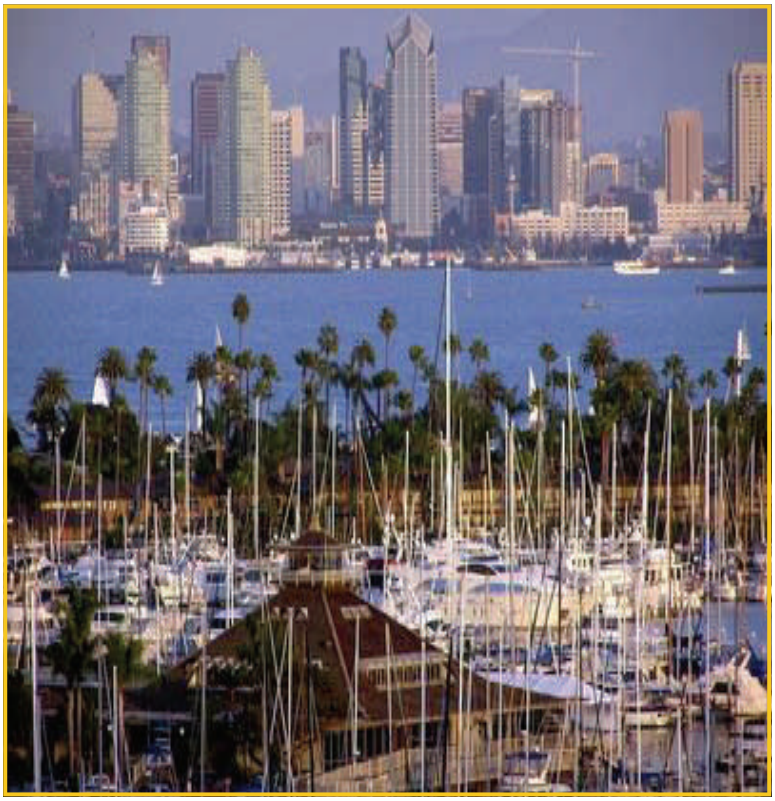
Excellent Benefits

Filing Period:

OPEN UNTIL FILLED

Review period begins January 16, 2012

Equal Opportunity Employer



ABOUT SAN DIEGO

San Diego County is California's oldest county and is home to over three million residents of diverse cultural, economic, and racial backgrounds. The area encompasses 4,200 square miles with 70 miles of Pacific Ocean beach, two beautiful bays, several mountain ranges and a breathtaking desert. The County area is 65 miles from north to south and 86 miles from east to west.

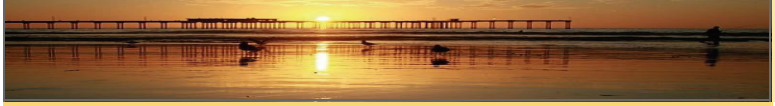
World-renowned tourist attractions include Sea World, Palomar Observatory, and the San Diego Zoo located in magnificent Balboa Park. The region is home to professional sports teams including the Chargers (football) and the Padres (baseball). The arts - music, dance, opera, art film and museums - are abundant.

The cultural ambiance is enhanced by a number of colleges and universities, including San Diego State University, the University of California at San Diego, and the University of San Diego. One in four residents have a college degree. With several Nobel Prize winners among its residents, San Diego is home to some of the world's leading bioscience research and development institutions, including the Salk Institute, Scripps Research Institute, and the La Jolla Cancer Research Center.

COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHSA). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and the Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3).



Human Resources Services Manager (Benefits Option)

DEPARTMENT OF HUMAN RESOURCES

The mission of the Department of Human Resources (DHR) is to provide and retain a skilled and competent workforce for County of San Diego departments so that they may deliver superior services to the residents and visitors.

DHR is an award-winning department with accolades including the International Public Management Association for Human Resources (IPMA-HR) Large Agency Award of Excellence. DHR was also recognized for the Work Safe/Stay Healthy (WSSH) and Injury and Illness Prevention programs, online training for employees and a streamlined job application process. Other innovations include communication to employees about the County initiative to modernize its workforce; the implementation of E-Benefits, a new online benefits and enrollment system; the Customer Service Program, Serving Everyone with Excellence; the college recruitment program; and numerous leadership training and certificate programs.

BENEFITS DIVISION

The Benefits Division is responsible for administering employee health benefits and other programs. The office is committed to providing quality service in a professional, caring and consistent manner and is dedicated to assisting employees in understanding and maximizing their use of benefits. Division responsibilities include:

-Implementing and administering benefits welfare plans including medical, dental, vision, flexible spending accounts, life, accidental death and dismemberment, long-term disability insurance, employee assistance program, long-term care, voluntary benefits, and employee discount program.

-Analyzing and making recommendations related to benefits programs and policies to the Director, Human Resources.

-Participating in benefit contract negotiation and renewals.

-Communicating benefits information to employees.

-Administering family and medical leave, COBRA, military leave, and mandate benefit notices.

-Serving as a liaison between the County and representatives from various health plans, insurance carriers and brokers.

- Monitoring related legislation.

The Benefits Division has 9 incumbents and oversees several million dollar benefit contracts.

This unclassified management position reports to the Deputy Director, Human Resources and administers the daily operations of the Benefits Division for the County of San Diego. This position is responsible for the planning, organizing and implementing the employee annual open enrollment and oversees the administration of the medical, dental, vision and insurance programs for all County employees and their dependents. The Human Resources Services Manager (Benefits Option) has significant responsibility for formulating and implementing Benefits policies, procedures, and programs that have countywide impact.

THE POSITION

- Administers the employee benefit programs for all County employees and their dependents
- Administers the County's Employee Wellness Program
- Possesses up-to-date knowledge of relevant federal and state regulations and legislation including Health Care Reform
- Keeps current on laws and regulations governing employee benefits
- Administers the County Leave Programs to ensure compliance with federal and state laws including, but not limited to the COBRA, HIPPA, FMLA, Military Leave and Pregnancy Leave
- Procures, negotiates and secures benefit contracts
- Supervises and evaluates performance of staff

QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in human resources management, public or business administration, industrial/ organizational psychology, or a closely related field, and five years of professional human resources experience. Previous experience must have included three (3) years of experience serving as a first-line supervisor over a human resources function. Experience managing or administering employee benefits is highly desirable.

IDEAL CANDIDATE

The ideal candidate will possess knowledge and experience in several areas of human resources management with special consideration given to those who have supervised or managed an employee benefits program. The successful candidate must have experience in program management, including the ability to analyze issues across diverse disciplines, coordinate multiple projects, work effectively with all departments within the organization and manage budgetary concerns.

APPLICATION AND SELECTION PROCEDURE

You are encouraged to apply immediately in order to be considered. Interviews will be scheduled as soon as possible with top competitors. You may complete an application and submit your resume online at www.sdcounty.ca.gov/hr. Resumes should include complete employment history (names of employers, position titles held, reporting patterns, salary, and dates of service), professional certifications and academic degrees.

CONTACT INFO

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