Title: Program Administrator - Benefits and Wellness Program

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Work Location: San Jose, California,

Description

**Overview:** The Water District has a strong Benefits and Wellness Program in support of over 800 employees. As the Program Administrator, you would be responsible for supervising a team of a Senior Management Analyst, two Management Analysts and one full-time and one shared Human Resources Technician. The team is responsible for the administration of the District's benefits plans for all active employees, retirees and Board of Directors, including annual contract renewals, open enrollment, leaves of absence, processing retiree Medicare enrollments, benefits on-boarding and separations/retirements of employment. This position also supervises the bi-weekly processing of employee transactions and the response to customer service inquiries. The Unit is also responsible for the District-wide wellness program including the coordination of wellness-related activities, education and analysis of participation data to determine program effectiveness.

**Key Responsibilities Include:**

- Provide day-to-day full operational supervision of the Benefits and Wellness Team including, but not limited to, conducting performance evaluations and FY work plan, providing staff development, approving timesheets, conducting staff meetings and the hiring of any future staff or temporary workers.

- Provide lead oversight of the bi-weekly employee transactions; respond to management questions and requests for data. Resolve employee transaction issues/questions and (if applicable) obtain management approval and provide notification of the resolution.

- Interpret and implement any applicable changes to the state/federal regulations (i.e. CalPERS, health care laws, Medicare and applicable IRS guidelines), contracts, policies, procedures, and MOU provisions to ensure the District follows these provisions.

- Represent the benefits function as an SME during Union negotiations, Board of Directors meetings and/or requests for information as well as management, bargaining units and external vendor meetings.

**Required Skills**

**Ideal Experience:**
• Six or more years of experience in benefits administration including either one (1) year in experience planning, organizing, coordinating, and directing various projects or programs, or serving as a Benefits-recognized subject matter expert or advisor in assigned program area.

• Experience in public sector is preferred.

• Experience in CalPERS, Medicare and working with benefits brokers for plan renewals.

• Experience using and implementing ERP system., Ideal Knowledge:

• Knowledge of state/federal regulations (i.e., CalPERS, healthcare laws, Medicare, and applicable IRS guidelines).

• Principles of organization, administration, budget and personnel management. Ideal Ability:

• Effectively communicate (both verbal and written communication).

• Lead and supervise staff.

• Prepare and administer large and complex budgets.

• Provide excellent customer service across all levels of the District including the Board members and retirees.

• Function as a subject matter expert during Union negotiations.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, human resources or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver’s license. Individuals who do not meet the driver’s license requirement due to a disability will be considered for a reasonable accommodation on a case-by-case basis.

Benefits

BENEFITS AND WELLNESS PROGRAM ADMINISTRATOR $9,301.07 - $11,911.47 Monthly

Kind:  Full Time

Level:  Staff Position

Apply

Closing Date for Applications: November 19, 2018 by 11:59pm
For detailed information regarding requirements and qualifications for this opening and to apply online, please see the job posting by clicking on the following link: https://www.governmentjobs.com/careers/scvwd

Please visit our website: www.valleywater.org recruit@valleywater.org

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