

## Salary and Benefits

**\$97,718 - \$125,029 Per Annum  
Plus Excellent Benefits Package**

- Retirement Plan
- Deferred Compensation Plans: 401k/401a/457
- Paid Vacation, Sick Leave and Holidays
- Administrative Leave
- Health, Vision, and Dental Insurance
- Life Insurance
- Short and Long Term Disability Insurance
- Retirement Medical Trust
- Professional Development
- Medical Flexible Spending Account

## The County of San Bernardino

Located in the heart of Southern California, the County of San Bernardino is the largest county in the contiguous United States. Its vast borders stretch from the greater Los Angeles area to the Nevada border and the Colorado River, encompassing a total area of 20,160 square miles. The County is comprised of 24 cities, with over 2 million residents. The County also benefits from natural assets such as acclaimed mountain resorts, local regional and national parks, and western rivers.



### CONTACT INFORMATION

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## COUNTY OF SAN BERNARDINO

### Employment Opportunity

Human Resources

## Benefits Chief

Salary

**\$97,718 - \$125,029 Per Annum**

**Plus Excellent Benefits**



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## The Position

The Human Resources Department is recruiting for a **Human Resources Benefits Chief** to administer the activities of the Employee Benefits and Services Division. The Division is responsible for strategic planning, negotiating, and implementing a wide variety of comprehensive employee benefit plans, services, and programs for more than 18,000 active and retired employees.

The Division currently administers a wide variety of health, welfare, life, and deferred compensation plans and programs, including the Employee Center for Health and Wellness and Commuter Services. In addition, this position co-administers the County's fully integrated personnel and payroll system.

*The essential functions of this classification include:*

- Managing and directing the overall activities of the division and a large professional and technical staff involved in the administration of employee benefits and services as well as payroll; and monitoring the division budget.
- Reviewing, analyzing, and administering a wide variety of benefit plans, ensuring compliance with all applicable laws, ordinances, policies, and regulations; overseeing the fiscal management of benefit plan trust funds.
- Coordinating the Request for Proposal (RFP) process for benefits and services; negotiating vendor contracts and monitoring contract service providers for compliance.

## The Minimum Requirements

**Education:** A bachelor's degree in human resources management, public or business administration, health administration, or a related field.

**Experience:** Three years experience managing employer provided employee benefits and/or health programs or related human resources programs.

*An Employee Benefits Specialist Certification or an advanced degree is desirable.*

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## The Application and Selection Process

Please submit a completed County application and responses to the Supplemental Questions. The selection process will consist of a competitive evaluation of qualifications. The most highly qualified candidates will be referred to the appointing authority for a selection interview.

*Applications will be accepted until a sufficient number of qualified applicants have applied; interested candidates should apply as soon as possible.*

*Applicants are encouraged to apply online at: [www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)*

## Supplemental Questions

*Please submit your responses to the following questions as an attachment to your application — applicants are encouraged to apply and submit their responses online. For each response, indicate job titles, employer, and dates of employment.*

1. Briefly describe your experience and level and length of involvement in the following programs and the number of employees covered by plans. If you were involved in an RFP process for any of the plans below, indicate your experience and level of responsibility.
  - Negotiation and establishment of self-funded, self-administered, and fully insured plans.
  - Administration of health plans (e.g., medical, dental, vision, COBRA).
  - Administration of Deferred Compensation plans (e.g., 401K, 457, 401A).
  - Administration of employee lost time and/or disability management programs.
  - Administration of employee reimbursement plans (e.g., DCAP, FSA).
2. Describe your experience with researching, developing, and implementing policies, procedures, and processes relevant to employee benefits that have organization-wide impact.
3. Describe any experience managing a work unit, such as responsibility for direction of unit, number and level of staff supervised, experience developing policies and procedures, and monitoring/overseeing funds.
4. Describe any experience making formal presentations to executive management and/or elected officials.