**PERALTA COMMUNITY COLLEGE DISTRICT**



**333 EAST 8TH STREET \* OAKLAND, CA94606-2844**

[**www.peralta.edu**](http://www.peralta.edu/)

BerkeleyCityCollege –College of Alameda –LaneyCollege –MerrittCollege

**CLASSIFIED MANAGEMENT JOB VACANCY**

**EMPLOYEE BENEFITS MANAGER**

**DISTRICT ADMINISTRATIVE CENTER**

**OAKLAND, CALIFORNIA**

**\*\*OPEN UNTIL FILLED\*\***

**APPLICATIONS MUST BE RECEIVED BY JANUARY 22, 2018 FOR FIRST REVIEW DATE OF JANUARY 21, 2018[[1]](#footnote-2)**

*The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age religion, marital status, sexual orientation, disability or genetic information, gender identity or expression, citizenship status, veterans status, status with regards to public assistance, or any other characteristic protected by federal, state or local law, in any of its policies, procedures or practices.*

The Chancellor is pleased to announce the official search process to identify and select a *BENEFITS MANAGER* for the District Administrative Center. The Peralta Collegesare located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking an individual who will become part of the Chancellor’s team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The District serves six cities in the EastBay. The Peralta Colleges have a reputation for developing effective approaches to serving the varied interests and needs of the community. The District was founded in 1964, serves 29,000 students, and is one of the top community college districts in California in transferring students into the University of California system.

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Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

**THE POSITION**

Under the direction of the Vice Chancellor, Human Resources and Employee Relations, the Employee Benefits Manager is responsible for the direction, coordination, development, evaluation and compliance of the District's health and welfare programs.

**DUTIESAND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

• Administer the District Employee Health and Welfare Benefit Programs, including medical, dental and vision care insurance’s, life insurance, long-term disability (LTD) insurance, Medicare benefits, and programs mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA).

• Plan and administer the District’s annual open enrollment(s) including coordination and negotiation with carriers and administrators regarding plan changes; review enrollment forms and other documents for accuracy and forward to appropriate carrier; organize and coordinate annual benefit fairs.

* Administer and track budget allocated to employee benefits, including managing and projecting current and future benefit related cost and long-term planning.
* Establish partnerships with contracted vendors and third party administrators and maintain strong working relationships; actively seek potential cost savings and establish standards of customer service and support provided to the District by vendors/third party administrators.

• Work with the various vendors to conduct employee information sessions and/or trainings on issues such as: work-life balance, 403(b)/investment, Employee Assistant Programs (EAP) offering and other relevant benefits related topics for active and retired District employees.

• Provide analysis, research, and reporting of current and proposed employee benefits plans in support of the District’s negotiation teams in collective bargaining.

• Implement changes/updates to rules and regulations, District policies and terms of collective bargaining agreements relating to employee benefits.

* Responsible for ongoing maintenance of information and data relating to active and retired employee benefits.
* Maintains a process to ensure employee assistance with information for proper filing of claims and problem resolution.

• Maintain data required to administer employee benefits such as District contribution requirements, AB 528, COBRA, and other rules and regulations affecting active, retired and terminating employees.

• Coordinate the compilation or prepare analysis of monthly costs/usage statistics of the District's insurance plans.

• Ensures that monthly insurance invoices are processed and reviewed for accuracy.

• Prepares required reports for benefit plans.

• Train, supervise and evaluate assigned employees.

• Perform related duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of:

• Provision of the Education Code and other laws, rules and regulations relating to employee benefits.

• Recordkeeping techniques.

• Interpersonal skills using tact, patience and courtesy; technical aspects of field of specialty.

• Modern office practices, procedures and equipment; principles and practices of supervision and training.

• Applicable sections of the State Education Code and other applicable laws.

• Policies and objectives of assigned program and activities.

Ability to:

• Analyze and interpret statistical data and make appropriate recommendations.

• Prepare detailed and accurate reports using a variety of computer software.

• Interpret laws, rules, regulations and policies and apply them to specific cases.

• Effectively supervise and direct others.

• Assist in the development and design of systems and maintain adequate internal controls and audit trails.

• Communicate effectively both orally and in writing.

• Prepare and deliver oral presentations.

# **MINIMUM QUALIFICATIONS**

1. Bachelor's degree from an accredited institution in business administration, accounting,public administration, human resources, or related field.
2. Three (3) years of comprehensive and increasingly responsible experience in theadministration of employee benefits plans and programs.
3. Functional experience managing benefits-related information in an integrated HRISsystem, such as PeopleSoft, Banner, Datatel, or similar system.
4. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

**ENVIRONMENTAL AND PHYSICAL CONDITIONS**

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone.  Constant work around and with other people

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.  Typical physical abilities for this position are:

* Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
* Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
* Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

#### APPLICATION PROCEDURES

1. Visit the Peralta website and click on the “Community” link or go directly to <https://peraltaccd.peopleadmin.com/> and click on the “Search Jobs” link to find this job posting. Should you decide to apply for this position and you have not already established an account, you will be prompted to do so. Your account will give you secure and ongoing access to check on the status of your application for the position. Required documents will include:

* **Current resume of experience, formal education/training and qualifications.**
* **Copies of supporting credentials, if applicable.**
* **Copies of transcripts from fully accredited college or university institutions*.*** *(Copies of diplomas will not substitute for transcripts.) (If hired, it will be required to submit official transcripts from fully accredited college or university institutions.)*
* ***Transcripts must include degree awarded and confer date. Transcripts without this information and online applications without transcripts will be disqualified.***

**Note: A written evaluation by an official foreign credentials/transcripts evaluation and translation service must be submitted for Foreign Degree(s) (non-U.S. granted degrees) by the application deadline date.**

1. Applications and attachments (resume, cover letter, copies of transcripts, letters of recommendations, etc.) will ONLY be accepted through the online process. WE DO NOT ACCEPT MAILED OR FAXED APPLICATIONS OR ITS ATTACHMENTS.
2. ***Travel expenses for the interview and selection process will be borne by the candidates.***
3. Video conference (Zoom) interviews may be conducted for first-level interviews if the candidate lives in excess of 250 miles from the Peralta Community College District office.

***Appointment to the position is conditional upon the approval of the Board of Trustees.***

### SALARY AND BENEFITS

This is a full-time, twelve-month classified management position. The management annual salary range (1) is $90,658 - $113,322. The maximum initial placement is Step 3 depending on experience.

## FRINGE BENEFITS

The Peralta Colleges proudly offers a competitive and comprehensive core of work-life benefits. Benefit-eligible employees have access to coverage for themselves and eligible dependents:

• Medical coverage. Depending on choice of coverage, you may be required to make a contribution.  
• Dental coverage. Depending on choice of coverage, you may be required to make a contribution.  
• Life insurance of $100,000  
• Long-term disability coverage  
• Employee Assistance Program  
• 22 days/year vacation leave, 12 days/year sick leave, and 18 holidays/year

In addition to your contribution, Peralta pays 13.88% of your salary to the Public Employees Retirement System (PERS).  Effective January 1, 2013, the PEPRA (Public Employees’ Pension Reform Act) went into effect. Changes have been implemented as a result of the adoption of this legislation that impactnew and existing employees enrolled in CalPERS.  A summary of those changes is available at <http://www.calpers.ca.gov/eip-docs/employer/program-services/summary-pension-act.pdf>. For further up to date information on CalPERS retirement eligibility and PEPRA, please visit the website at[www.calpers.ca.gov/](http://www.calpers.ca.gov/). The CalPERS member handbook is available at<http://www.calpers.ca.gov/eip-docs/about/pubs/member/your-benefits-your-future-school-benefits.pdf>.

Other voluntary benefits include:  
• Flexible benefit plan participation in the Medical Reimbursement Plan, Dependent Care Reimbursement Plan (under tax code 125)  
• Pre-tax commuting expenses (under IRS code 132)   
• Tax-deferred plan participation in the 403(b) and 457 plans  
• Credit union membership   
• Prepaid legal plan participation   
• Additional Life Insurance for yourself, spouse or children

* Subject to change.

#### SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the District which include, but are not limited to, the following items:

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees will be given information to have their fingerprints taken at another location.

Immigration Requirement:According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

1. A citizen or national of the United States;
2. An alien lawfully admitted for permanent residence in the United States; or
3. An alien authorized by the U.S. Citizenship and Immigration Serviceto work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy:A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination:Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

#### MISSION STATEMENT

We are a collaborative community of colleges.

* Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region’s human, economic, environmental, and social development.
* We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives.
* Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Fair Employment and Housing Act and the Americans with Disabilities Act, requests for Reasonable Accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.

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(12/21/17)

1. *Appointment to this position is subject to availability of funds. See important detailed application procedures.* [↑](#footnote-ref-2)