

January 23, 2019



GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 FLORENCE AVE., SANTA FE SPRINGS, CA 90670
HUMAN RESOURCES DEPARTMENT (562) 944-9656
E-MAIL: HR@GLACVCD.ORG

EMPLOYMENT OPPORTUNITY

BENEFIT SPECIALIST

Application Deadline: February 15, 2019

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|---------|---------|---------|---------|---------|
| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| \$5,019 | \$5,271 | \$5,534 | \$5,811 | \$6,102 |

*Per month

ABOUT THE DISTRICT

The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves approximately 6.8 million residents in a 1,338 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

JOB SUMMARY

Under the direction of the Human Resources Director, the Benefit Specialist provides day-to-day administration of employee and retiree benefits and technical support for the assigned program areas. The position is responsible for processing all employee benefit transactions and performing complete audits/reviews for accuracy. The Benefit Specialist

advances benefit transactions, including but not limited to medical, dental, vision, life insurance, long-term and short-term disability plans, managing COBRA, flexible spending accounts, tax-deferred voluntary retirement programs, and California Public Employees Retirement System (CalPERS) transactions.

THE POSITION

The Benefit Specialist processes and maintains records of all employee and retiree benefit transactions and performs final document reviews to ensure accuracy. He/she interprets and applies federal, state, CalPERS, and employee benefits laws and regulations; provides benefit information and consultative services to employees; manages all benefit care connection transactions and error reports; reconciles and manages employee benefit accounts receivable transactions; runs monthly insurance interface to multiple providers; serves as benefit liaison to staff and management team; and assists in the development and

DISTRICT BENEFIT OVERVIEW:

Salary: The salary range is based on a 5-step merit system for all classifications. The normal hiring range is commensurate with experience and education. Cost of Living Adjustment (COLA) is determined at the discretion of the General Manager on an annual basis.

Vacation: Two (2) weeks increasing with years of service.

Holidays: 13 fixed holidays per year plus additional 8 hours of floating holiday.

Sick Leave: 96 hours per year.

Retirement: The District participates in the California Public Employees Retirement System (CalPERS); no social security. New members pay 7% contribution towards retirement. PEPRA (2% @ 62).

Medical Plan: Choice of PPO and HMO plans offered by CalPERS with Employer Health Flex Contributions between \$800 to \$1800 per month to cover premiums.

Dental Insurance: Covered through The Standard Dental at the employee's cost.

Vision Insurance: Covered through Eye Med at the employee's cost.

Retirement Health Reimbursement Arrangement: District contributes \$50 per month allowance to employee HRA.

Deferred Compensation: Two optional plans available at employee's cost.

Short Term Disability: The District pays 100% of the premium towards STD insurance

Voluntary Benefits: Life AD&D, Long Term Disability, Short Term Disability, Critical Illness, Cancer, Accident, Term Life Insurance, Healthcare Flexible Spending Account plans available.

maintenance of benefits program initiatives. Other duties as assigned.

EDUCATION and EXPERIENCE:

Education equivalent to a bachelor's degree from an accredited four-year college or university and/or the equivalent training and administrative work experience involving the study, analysis, evaluation, development or improvement of administrative policies, procedures, practices or programs. Minimum of three (3) years administering health benefit program, with CalPERS experience preferred. Experience working in a public agency human resources department is highly desirable.

SELECTION PROCESS

Applications will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be

invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure continuing in the recruitment process. Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled/examination/interview date. District appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this

announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures, or practices.

CONDITION OF EMPLOYMENT

Possession of a current valid driver's license will be required at the time of appointment and must be maintained throughout employment in this class. Must be insurable with the District's insurance carrier. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment with GLACVCD.

HOW TO APPLY: To be considered, applicants are required to submit an online application, including a cover letter and resume, which reflects the scope and level of your current/most recent positions and responsibilities by **Friday, February 15, 2019** at 5pm to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd17ada5-5b6f-4150-a593-a3a802b80831&jobId=254402&lang=en_US&source=CC3&cclid=19000101_000001