



The Department of Personnel Services, Employment Services Division announces the exam for:

## **Employee Benefits Supervisor**

*Exam # 29316-18-0*

**Approximate Monthly Salary: \$7,374.12 - \$8,964.48**

**There is an additional 3.35% Management Differential which is added to the posted salary for this class.**

### **DESCRIPTION**

Under general direction, the Employee Benefits Supervisor supervises employees that perform a wide variety of work involving programs administered by the County's Employee Benefits and/or Deferred Compensation Office.

### **MINIMUM QUALIFICATIONS**

**Either:** 1. Three years of experience in the class of Employee Benefits Analyst within Sacramento County Service.

**Or:** 2. Possession of a Bachelor's degree or higher from an accredited college or university in business or public administration, human resources management, psychology, labor relations or a field closely related to the intent of the class.

### **And**

Three years of professional experience in the development and administration of employee benefits and/or deferred compensation.

**Note:** Completion of a master's degree in a closely related field from an accredited college or university may substitute for one year of the experience requirement.

**Filing Deadline: 5:00 PM on February 13, 2018**

**Please see job announcement for important testing information, including tentative test dates.** This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at [www.sacountyjobs.net](http://www.sacountyjobs.net).

#### **IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS**

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."