



CONTRA COSTA WATER DISTRICT
invites applications for the position of:

Human Resources Analyst II (Benefits)

SALARY: \$52.06 - \$63.27 Hourly
\$9,023.73 - \$10,966.80 Monthly
\$108,284.80 - \$131,601.60 Annually

OPENING DATE: 12/03/21

CLOSING DATE: 01/14/22 05:00 PM

GENERAL JOB FUNCTION:

Contra Costa Water District (CCWD) is an innovative leader in water management and provides employees with a fast-paced and stable work environment that encourages professional growth and development.

CCWD is seeking a skilled, motivated, and team oriented Human Resources Analyst II for our **Human Resources & Risk Division**. This position will be located at our main District Center. We offer competitive salaries, comprehensive benefits such as medical, dental, vision, life insurance, retirement, and deferred compensation plans, plus a great working environment!

We are looking for someone who is:

- Experienced in all areas of Human Resources "**with a focus on management and administration of benefits**", **retirement, leave programs, including health, life, short and long-term disability insurance and deferred compensation**
- A highly motivated self-starter with strong interpersonal & customer service skills
- Has a positive attitude and strong work ethic

What you will typically be responsible for:

- Administering the District's comprehensive multi-tiered benefits and retirement programs as well as a leave management program in accordance with plan provisions and in compliance with local, state, and federal laws, District policies and procedures, and memorandum of understandings and employee agreements
- Performing contract reviews and renewals, negotiating premium rates, and ensuring vendor effectiveness and competitiveness and implementing new programs including all communication components, i.e., benefit guides, employee and public benefit sites and retirement internet pages
- Monitoring eligibility, limitations and restrictions of plan participation and process premium payments
- Reviewing, monitoring, and tracking leave requests and leave usage and evaluating and approving or denying medical certifications and ensuring proper administration of salary and benefit continuance while on leave of absence
- Researches and analyzes benefit and retirement plan changes including interpreting, evaluating, recommending, and revising program components and processes

A few reasons you might enjoy this job:

- Communicating and counseling employees, management, and retirees regarding benefit and retirement plan matters, policies, and interpreting plan documents
- Coordinating, conducting and researching various analytical studies, evaluating and making recommendations

- Every day is different, presents new challenges, and you will collaborate with a team that is passionate about their work

The following will also benefit candidates with a few of the unique challenges related to this job:

- Knowledge of administrative procedures, policies, regulations, MOUs in a public agency setting
- Demonstrating the ability to manage multiple projects and tight deadlines
- Keeping informed of changing federal and state laws and administrative regulations affecting benefits and retirement
- Ability to work with various staff and vendors to ensure high quality customer service

COVID VACCINATION REQUIREMENT:

It is the District's policy that all persons hired after October 4, 2021 must be fully vaccinated for COVID-19 before reporting to work and must provide proof of vaccination to Human Resources prior to reporting for work. However, if because of a medical condition or a sincerely held religious belief, you are not able to be vaccinated, you must notify Human Resources at least ten (10) business days before you are scheduled to report for work so that the District may engage in an interactive process with you to determine what, if any, accommodation is appropriate. If you have any questions regarding this policy, please contact Human Resources

EXAMPLES OF DUTIES:

For a full description of examples of duties, please refer to the job description by visiting the following link: [Human Resources Analyst II](#)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES:

For a full listing of required knowledge, skills, and abilities, please refer to the job description by visiting the following link: [Human Resources Analyst II](#)

ADDITIONAL INFORMATION:

Possession of the minimum qualifications does not guarantee an invitation to the next step in the selection process. All candidate materials will be carefully evaluated and only those considered best qualified will be invited to the next step in the selection process.

All candidates will be notified of their status via email by no later than Wednesday, January 19, 2022.

The TENTATIVE Virtual Panel Interview and Exercise date is scheduled for TBD

The TENTATIVE Department Oral Panel Interview date is scheduled for TBD

Applicants requesting reasonable accommodation during any phase of the recruitment process are instructed to contact Human Resources at 925-688-8002.

EQUAL EMPLOYMENT OPPORTUNITY

Contra Costa Water District is committed to equal employment opportunity for all employees and applicants. We prohibit discrimination based upon race, color, religion, marital status, age, national origin, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other actual or perceived status protected under federal, state, or local law. Employment decisions are based on individual qualifications and performance.

DIVERSITY AND INCLUSION

One of the many CCWD goals is to pursue organizational excellence through diversity, inclusivity, leadership, and professionalism. We recognize the strengths of staff creativity, innovation, problem-solving, and improved decision-making resulting from diverse perspectives and we strive to be a culturally diverse organization that values, recognizes, and supports inclusion.

CONVICTION HISTORY

A condition of employment for all CCWD positions includes successfully passing a Department of Justice Live Scan fingerprint check and completion of the federal Employment Eligibility Verification Form I-9. Additionally, in compliance with federal law, CCWD participates in E-Verify.

DISASTER SERVICE WORKER

All CCWD employees are designated Disaster Service Workers through state and local law. As such, CCWD employees may be called upon to support the activities of CCWD during an emergency situation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ccwater.com>

Position #2021-SM
HUMAN RESOURCES ANALYST II (BENEFITS)
SM

Contra Costa Water District
1331 Concord Avenue
Concord, CA 94520
(925) 688-8002

smcnulty@ccwater.com

Human Resources Analyst II (Benefits) Supplemental Questionnaire

- * 1. The information you provide will be carefully reviewed to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information of relevant details may result in the inability to determine if you meet the minimum qualifications and may also result in disqualification from the selection process. Accordingly, please be thorough in your submitted materials to clearly evidence you meet or exceed the minimum qualifications. If selected, the information you have provided will be verified. Please confirm your understanding and compliance with these disclosures.

Yes No

- * 2. What is the highest level of education you have completed? (Should you be selected, you will be required to verify your degree.)

- High School or GED Equivalent
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate Degree
 Did not graduate High School or have GED Equivalent

- * 3. Do you possess any of the following professional certifications? (Check all that apply.)

- IPMA-CP (Certified Professional)
 IPMA-CS (Certified Specialist)
 CLRM (Certified Labor Relations Master)
 PHR (Professional in HR)

- SPHR (Senior Professional in HR)
- PHR-CA or SPHR-CA (California Certifications)
- None

- * 4. How many years of administrating benefit and leave programs do you have?
 - Less than 2 years
 - 2 years or more, but less than 5 years
 - 5 years or more, but less than 10 years
 - 10 years or more
- * 5. How many years of experience do you have managing retirement plans?
 - Less than 2 years
 - 2 years or more, but less than 5 years
 - 5 years or more, but less than 10 years
 - 10 years or more
- * 6. How many years of general human resources experience do you have?
 - Less than 2 years
 - 2 years or more, but less than 5 years
 - 5 years or more, but less than 10 years
 - 10 years or more
- * 7. Which of the following human resources functional areas do you have experience performing an advanced-level? (Check all that apply.)
 - Benefits Administration
 - Retirement Administration
 - Classification & Compensation
 - Recruitment & Selection
 - Employee Relations
 - Labor Relations
 - Training & Development
 - Workers' Compensation
 - Investigations
 - Wellness Programs
 - Workforce Diversity
- * 8. What types of projects or reports have you completed involving statistical research?

* Required Question