

**VENTURA COUNTY, COUNTY EXECUTIVE OFFICE INVITES APPLICATIONS FOR:**

**Benefits Personnel Assistant  
1314CEO-22AA (LC)**

*An Equal Opportunity Employer*

**SALARY RANGE (approximate)**

\$28.87 - \$40.42 Hour \$5,003.74 - \$7,005.94 Monthly \$60,044.92 - \$84,071.26 Annually

This posting is for the Ventura County County Executive Office; vacancy location is Ventura.

**POSITION INFORMATION****What We Offer**

The County of Ventura offers an attractive compensation and benefits package that includes:

- **Educational Incentive** for completion of an Associate degree (2.5%), a Bachelor's degree (3.5%), or a graduate degree (5%).
- **Annual Leave Redemption:** The option to cash out up to 100 hours out of 208 total accrued Annual Leave hours per year.
- **Deferred Compensation:** Section 457 Plan and/or 401(k) Shared Savings Plan with up to a 3% match on your 401(k) contributions.
- **Health Plans:** You are afforded a flexible credit allowance of up to \$16,692 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts:** Pre-tax benefit towards eligible medical, dental, and vision care expenses.
- **Pension Plan:** Participation in the County's defined benefit plan which has reciprocity with CalPERS.
- **Bilingual Incentive:** Proficiency levels by exam are \$.65 per hour (Level I), \$.80 per hour (Level II), or \$1.10 per hour (Level III).
- **Holidays:** 11 paid days per year which includes a scheduled floating holiday.

**The Organization**

The County of Ventura, County Executive Office, Human Resources Division is comprised of numerous hard-working and innovative professionals dedicated to recruiting, retaining, and developing a diverse, inclusive and qualified workforce who are committed to providing the highest level of public service. You may learn more about our Mission, Vision, Values and organizational structure here: <https://hr.ventura.org/about-hr>

**The Position**

Under general supervision, the Benefits Personnel Assistant performs a variety of clerical duties in support of personnel services operations for the County Executive Office, Human Resources Benefits/Deferred Compensation Division. This position provides para-

professional personnel services which may include resolving problems and providing information related to deferred compensation and health plans, providing great customer service, maintaining records, producing documents, and/or processing data.

**The ideal candidate** will possess strong organizational, interpersonal, and communication skills; be able to respond and adapt to changing working conditions; and be able to exercise independent judgement. Experience assisting with benefits administration for a large organization is highly desired.

**PAYROLL TITLE:** Personnel Assistant

### **EXAMPLES OF DUTIES**

- Answers questions from and provides information and assistance to departmental representatives and current County employees regarding healthcare, including medical, dental and vision plans, and benefits related to the Deferred Compensation Program (401K and/or 457 plans) and/or Supplemental Retirement Plan (SRP); assists former employees regarding Cobra and deferred compensation/ SRP;
- Enters data into the benefits module within the County's enterprise-wide Human Resource information system, PeopleSoft; processes actions to update eligibility; downloads/runs biweekly reports to verify employee information; analyzes, researches, and resolves issues and exceptions which may arise;
- References Memorandums of Agreement, plan documents, tax laws, rules and/or regulations to determine employee eligibility; explains to employees their eligibility related to Deferred Compensation Plans, SRP plan, and/or healthcare plans based on full-time or part-time status;
- Resolves problems related to Deferred Compensation Plans and healthcare plans in conjunction with plan vendors to correct processing requests for loans, hardship withdrawal and/or contribution from employees, discrepancies in eligibility and enrollment status;
- Supports payroll process to include bi-weekly report creation, inbound and outbound processes;
- Creates materials in preparation for annual Open Enrollment, New Employee Orientation and Special Open Enrollments for distribution to employees; revises applications, forms, and plan materials to reflect changes to regulations, plan benefits, vendor changes and other updates throughout the plan year;
- Calculates SRP benefit estimates, processes the benefit applications, and administers payment of retirement benefits for separated employees;
- Organizes and maintains electronic benefit folders and/or database;
- Interacts with other County departments and agencies, such as GSA for mailings, VCHCP regarding enrollment and continuation of coverage, IT Services for website content management, VCERA regarding employee service credit purchase elections and participation in SRP, and the Auditor-Controller to coordinate processes.
- Independently researches and interprets multiple plan documents, contracts, rules, and regulations governing benefit programs to ensure compliance; confers with management when necessary;
- Provides audited eligibility and protected data to health plan providers securely in accordance with HIPAA requirements;
- May deliver presentations to small and large audiences;
- Reviews reports to verify employee information, including monthly reports from plan vendors and biweekly leave reports;
- Performs other related duties as required.

### **TYPICAL QUALIFICATIONS**

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

**EDUCATION, TRAINING, AND EXPERIENCE:**

Some experience in personnel services which has led to the acquisition of the required knowledge, skills, and abilities which can be met by two (2) years of experience in a combination of human resources and benefits administration.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of, and the ability to maintain a valid California driver license
- Experience establishing and maintaining effective working relationships with co-workers, employees at all levels within an organization and the general public.
- Excellent written communication skills must be demonstrated in the completion of the employment application and supplemental questionnaire.

**DESIRED:**

- Experience working for a government or public sector office
- Experience in a defined benefits plan and/or contribution plan
- Experience assisting with benefits administration for a large organization
- Using electronic databases to maintain and file records

**KNOWLEGE, SKILLS, AND ABILITIES:**

**Working knowledge of:** human resources principles and practices applicable to benefits administration and deferred compensation; benefit plan documents, vendor contracts, and applicable rules, and regulations (i.e., Sec 125 IRS Cafeteria Plan, County of Ventura Personnel Rules and Regulations, County Memorandums of Agreement, and the County Benefit Plans Handbook); system administration in a major automated human resources/payroll system such as VCHRP; principles and practices of program support; and pension formulas calculations, applicable tax laws, rules and regulations.

**Demonstrated skill in:** utilizing HRIS payroll systems and Microsoft Office applications, specifically Outlook, Word, Excel and PowerPoint; delivering excellent customer service; and effective oral and written communication.

**Ability to:** recognize priorities and meet deadlines; work successfully, both independently and in a team environment; exercise sound judgment and decision making; plan, organize, and coordinate program activities; research, understand, interpret, and explain plan documents, rules, regulations, and procedures for deferred compensation, defined benefit program and healthcare plans; develop and effectively deliver presentations to large audiences; organize data and maintain files; research, analyze, and problem solve administrative and fiscal problems. **Working ability to:** to establish and maintain effective relationships with staff, county employees, departmental representatives, outside vendors, and other County agencies; work under frequent job pressure generated by short time goals and rush projects; utilize computer systems to generate data and reports.

**RECRUITMENT PROCESS****FINAL FILING DATE**

Applications must be received by County of Ventura Human Resources no later than 5:00 p.m. on Friday, January 21, 2022.

To apply on-line, please refer to our web site at [www.ventura.org/jobs](http://www.ventura.org/jobs) . A paper application can be obtained by calling (805) 654-5129. Our address is County of Ventura Human Resources, 800 South Victoria Ave., L-1970, Ventura, CA 93009.

**Note to Applicants:** Sufficient information must be provided under the Education/Work Experience portions of the application and supplemental questionnaire to thoroughly and accurately to demonstrate your qualifications to determine eligibility. **A resume may be**

**attached to supplement your responses in the above sections; however, it may not be submitted in lieu of the application.**

#### **SUPPLEMENTAL QUESTIONNAIRE – qualifying**

All applicants are required to complete and submit the questionnaire for this examination at the time of filing. This questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position.

#### **APPLICATION EVALUATION – qualifying**

All applications will be reviewed to determine whether the stated requirements are met. Applicants meeting the stated requirements will be invited to continue to the next step in the recruitment process.

**TRAINING & EXPERIENCE EVALUATION-100%:** A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

**NOTE:** In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Candidates must score 70% of higher to be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year. The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-Term) vacancies. There is currently one (1) Regular vacancy within the County Executive Office.

**BACKGROUND INVESTIGATION:** A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For further information about this recruitment, please contact Lorin Calderon by e-mail at [lorin.calderon@ventura.org](mailto:lorin.calderon@ventura.org) or by telephone at (805) 654-2959.

### **Benefits Personnel Assistant Supplemental Questionnaire**

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Describe your experience providing increasingly responsible administrative support within a human resource capacity. In your response, include: **a) Name of employer(s) where you gained this experience b) Type of clerical work you performed c) Any experience working within the public sector If you do not have this type of experience, please type "no experience."**

2. Provide an example that is reflective of your ability to establish and maintain effective working relationships with co-workers, County personnel and the general public.
  
3. Describe your experience with database management systems. Be sure to include the following: **a. Name/type of database(s) b. Functions you have used in these systems c. A description of your responsibilities using such systems including your specific job duties. If you have no such experience, please type "no experience"**
  
4. Describe your experience using an automated human resources/payroll management system such as PeopleSoft or HRIS. If you are familiar with the Ventura County Human Resources/Payroll (VCHRP) system, please indicate that in your response. Be sure to include the following: **a. System module(s) you worked with b. Functions you have used in this system c. A description of your responsibilities using such system including your specific job duties. If you have no such experience, please type "no experience"**
  
5. Describe your experience in benefits administration and deferred compensation. Be sure to include the following: **a. Benefit plans or programs you have worked with b. The size of the department, agency, or organization for which you performed this work c. A description of your responsibilities using these programs including your specific job duties. If you have no such experience, please type "no experience"**
  
6. Please briefly describe your proficiency and experience with the following: **a. Microsoft Word b. Microsoft Excel c. Microsoft PowerPoint d. Outlook In your response, provide examples of how you have utilized the program(s) in a professional, workplace setting and length of experience using each one. If you do not have experience with any of the above, please type "no experience" for each letter indicated.**