



CSAC Excess Insurance Authority EMPLOYMENT OPPORTUNITY Employee Benefits Manager

One of the CSAC EIA's greatest assets is its staff. EIA employees are smart, creative, hard working, and passionate individuals working in loss prevention, claims administration, information technology, accounting, and risk pool administration. Working here requires energy, commitment, and teamwork. At the same time, we offer a great work environment built upon our Core Values of **People, Families, Trust, Integrity, and Growth**. We are looking for an individual who shares these values to join the EIA team.

About CSAC Excess Insurance Authority

The EIA is a joint powers authority of California public entities, which was established in 1979 to provide insurance and risk management services to California's counties. Since then, our membership has expanded beyond the counties to include numerous other public agencies such as cities, schools, joint powers authorities, fire districts, etc.

The EIA operates various risk-sharing pools, which provide insurance and risk management services to its members for lines of business including health, dental, workers' compensation, general liability, property, and medical malpractice.

About the Position

The Employee Benefits Manager will be responsible for administration of the EIA's employee benefits programs and services. The Employee Benefits Department consists of two full time employees including the Employee Benefits Manager. They are responsible for:

- Overseeing and managing the day-to-day operations of the EIA's self-funded health program serving 24 large governmental agencies, as well as a dental program providing coverage and service to more than 145 governmental agencies;
- Managing the EIA's group purchase employee benefits programs and services;
- Providing consultation to the member agencies' staff regarding employee benefit issues;
- Participating in new business development, including making presentations to prospective new members and their union groups;
- Overseeing the work product of independent actuaries, consultants, rate development and premium allocations for the employee benefits programs;
- Creating agendas and related reports and presenting to various committees and the Board of Directors;
- Direct supervision of Employee Benefits staff including making assignments, scheduling and reviewing work, evaluating performance, ensuring staff are trained and recommending hiring, termination and disciplinary action.
- This position requires quite a bit of travel, mostly within the State of California. Estimated travel is one to two days per week, and occasional overnight stays may be necessary.

The ideal candidate will have a Bachelor's Degree in a directly related field or equivalent and five years increasingly responsible work in a directly related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, including but not limited to:

- Strong analytical and critical thinking skills for problem resolution and process development;

- Proven experience in managing employee benefits programs;
- Ability to coach, lead and support staff and effectively manage multiple projects, priorities and deadlines;
- Excellent interpersonal and communication skills and the ability to work with minimal supervision in a team environment;
- Ability to understand rate development and allocation of premiums; and
- Ability to establish and maintain effective working relationships and good public relations with other employees, agencies, members, and the public.

Working for the EIA

CULTURE: As one of the largest insurance and risk management pools in the nation, the pace at the EIA is fast, the work is fun, and there are interesting challenges every day. No matter what we do, there are certain values and practices that unite us and make the EIA a special place to work. Some of the essential traits that define the EIA's culture are:

- **People** are the most valuable asset to our organization.
- **Families** are very important and are given consideration.
- Employees are **trusted** to be productive and encouraged to share ideas freely with each other and the group.
- Employees are **honest and ethical**, and they do their best to do the right thing for each other and our members.
- Everyone encourages each other to learn and strive for **personal and professional development**.

BENEFITS: A generous benefit package is provided including Public Employees Retirement System (PERS); a Section 125 Cafeteria Plan with a generous allowance from which coverage may be provided for the employee and their dependents for health, dental and vision insurances; long-term disability and short-term disability insurance; life insurance; optional deferred compensation program; and sick and vacation leaves. As a PERS participant, EIA employees are exempt from paying Social Security except for the Medicare portion of the cost.

SALARY: The EIA strives to compensate its employees within very competitive salary ranges. The hiring salary range for this position is \$111,500 to \$139,000 per year. Salary adjustments are based on individual merit and accomplishments.

PHYSICAL REQUIREMENTS: Physical requirements of this position typically include: sitting for long periods of time, reaching, keyboarding, grasping, kneeling, talking, hearing, seeing, repetitive motions, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move.

SPECIAL REQUIREMENTS: Possession of a valid State of California Driver's License issued by the State Department of Motor Vehicles or the ability to obtain one within the first month of employment. Proof of auto insurance with no exclusion for business use is required.

APPLICATION PROCEDURE: Submit a resume and a completed application to the Human Resources Manager at abateman@csac-eia.org by 12:00p.m. on **Monday, November 9, 2015**.