



County of San Diego
Department of Human Resources

INVITES APPLICATIONS FOR THE POSITION OF:

**Human Resources Specialist-
Benefits Option-12243801B**

SALARY

\$38,750.40 - \$56,804.80 Annually

Serving the Citizens of San Diego with Excellence

OPENING DATE: 01/23/12

CLOSING DATE: 02/05/12 11:59 PM

JOB SUMMARY:

Do you have experience working with employee benefit plans and are looking for an exciting and new career? A wonderful opportunity awaits you. Apply today!

The County of San Diego's Department of Human Resources is currently accepting applications for Human Resources Specialist-Benefits Option. This position includes a variety of opportunities that include coordinating, reconciling, and administering a variety of insurance benefit plans for County employees and their dependents. This position provides information to employees about their coverage; serves as a liaison between employees and insurance vendors; administers COBRA payments and reconciliations; administers various leave programs including the Family Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL) and Military Leave. Additionally, this position participates in annual open enrollment activities and benefit plan changes. This position requires excellent customer service skills and the ability to exercise independent judgment, discretion and the initiative to address problems and develop solutions, and strong oral and writing communication skills.

Please [click here](#) to view the complete job description for this position.

Minimum Qualifications

1. A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency preferably in personnel, public or business administration, human resources management, industrial/organizational psychology, or a closely related field; **OR**,
2. Four (4) years of paraprofessional human resources experience performing duties in benefits administration.

Note: Education and work experience may be substituted on a year-for-year basis. Previous

experience in a public sector civil service human resources/personnel system is highly desirable. Experience determining eligibility for clients applying for several categorical forms of public assistance for governmental and community services and programs is not considered qualifying experience.

The successful candidate will also possess these Desirable Skills:

Effective Verbal and Written Communication, Knowledge Worker, Customer Focused, Values and Respects Others, Drives to Excel, Teamwork and Collaboration, Continuous Learning, Demonstrates Ethical Behavior, Supportive of Change and Performs Under Pressure.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sdcounty.ca.gov>

OR

5560 Overland Ave., Suite 270

San Diego, CA 92123

An Equal Opportunity Employer

EXAM #12243801B

HUMAN RESOURCES SPECIALIST-BENEFITS OPTION-12243801B

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