



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

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### SENIOR BENEFITS/COMPLIANCE MANAGER

**DATE POSTED: AUGUST 28, 2015 APPLICATION DEADLINE: OPEN UNTIL FILLED**

<b>Position no. / Range:</b>	4045/57.01	<b>Union Status:</b>	Non-Union
<b>Starting Pay:</b>	\$29.62 - \$36.09/hr.; (\$61,611-\$75,067/ann.)	<b>No. of Weeks:</b>	52
<b>Hours of Work:</b>	8:00 am- 5:00 pm	<b>Status/ Hours:</b>	Full Time/Exempt
<b>Location:</b>	5660 Copley Drive, San Diego, CA 92111	<b>Dept. Program:</b>	Human Resources

#### **Basic Job Assignment:**

Under supervision of the Senior Director of Human Resources, the incumbent administers and monitors all benefit programs, manages open enrollment, ensures compliance with federal and state leave policies, as well as the Affordable Care Act, plans, organizes, manages, directs and participates in the design, development and implementation of a complex array of benefits services for all employees; provides expert professional assistance and guidance to NHA management on workers' compensation, group insurance, 401(k) retirement, supplemental employee benefits and related matters; manages consultant, broker and vendor relations; and performs other related duties as assigned.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a solid understanding of theory, principles, practices, trends, and techniques of workers' compensation, absence management and employee benefits plan design, evaluation, and administration; Federal, State, and local laws, regulations, and court decisions applicable to assigned areas of responsibility; research methods and analysis techniques; principles and practices of effective management and supervision; is able to comprehend, interpret, explain, and apply NHA, state and federal laws, regulations, policies, and procedures pertinent to human resources management; analyze and make sound recommendations on complex absence management, workers' compensation and employee benefit management issues including retirement/401k; present proposals and recommendations to all levels of employees; evaluate employee benefit management practices and make sound recommendations for improvement; prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials; exercise sound, expert, and independent judgment with general policy guidelines; communicate effectively with people of various educational, socio-economic, and cultural backgrounds; and establish and maintain effective working relationships with all levels of management, employees, applicants, vendors, and the public.



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### **Qualifications:**

- Possession of a Bachelor's Degree from an accredited college or university in Public Administration, Business, Personnel Administration, or a closely related field;
- Plus 10 years of progressively responsible employee benefit management experience for a large organization, which includes absence management, managing retirement benefit plans, negotiating annual benefit plan offerings with brokers and third-parties, preparation of Forms 5500, and managing workers' compensation coordination, at least 3 of which were in a supervisory or management capacity;
- PHR or SPHR credentials are preferred, but not required;

### **OR**

- Requisite knowledge, skills, and abilities may be substituted for the degree requirement.

Must have a valid Class C California Driver's License and current California automobile insurance.

**NOTE: Must satisfactorily pass a criminal background check.**

### **Examples of Major Functions:**

- Supervises benefits, workers' compensation, and leave management staff;
- Maintains accurate and up-to-date HRIS records regarding the benefit status and eligibility of employees;
- Reconciles invoices from benefits carriers;
- Coordinates the Health & Welfare program and events;
- Ensures accurate 401(k) and 457 plan compliance and employee communications;
- Organizes and supervises open enrollment with both benefits providers and employees;
- Coordinates compliance with the Patient Protection and Affordable Care Act;
- Analyzes benefit costs, as well as trends in benefits markets, to assist in making decisions on NHA's health and welfare plans;
- Acts as HRIS administrator for Employee Self-Service rollout;
- Conducts new hire benefits orientations;
- Leads NHA in compliance with all existing governmental and legal reporting requirements, such as the annual filing of Form(s) 5500 including any requirements related to ADA, FMLA, ERISA, the Department of Labor (DOL), the Patient Protection and Affordable Care Act (PPACA), HIPAA, workers' compensation, OSHA and other relevant rules, to ensure minimal NHA exposure to lawsuits.



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your degree transcripts, diploma, or foreign equivalency report and/ or certification to your application. If you are selected for further consideration official degree transcripts may be requested. Please only submit the documents required.

**NOTE:** Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

### **HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE**

- ☐ NHA Website ([www.neighborhoodhouse.org](http://www.neighborhoodhouse.org))
- ☐ Jobing.com
- ☐ Indeed.com



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- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: \_\_\_\_\_
- ☐ Employee Referral: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### **BENEFITS:**

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

### **INTRODUCTORY PERIOD:**

All regular appointees serve 6 months introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**