



YOUR BEST PROTECTION

Position Profile

Employee Benefits Specialist

Roseville, California
April 2025

People | Service | Integrity | Innovation

Do you seek a career where your industry expertise and experience contribute to the success of the organization and our members?



Staff enjoy evening out at Impact

Are you attracted to an organization that serves a critical industry in California – water?

Do you want to be part of a team where 85% of staff feel they experience work life balance?

Then our position of **Employee Benefits Specialist** is for you.



Position Overview

ACWA JPIA is an award-winning risk pool for California public water agencies, known for superior customer service and attention to members that is second to none.

ACWA JPIA is recruiting an **Employee Benefits Specialist**. The candidate will work under the supervision of the Employee Benefits Manager and will join a dynamic team of six other employees. This position is open due to an upcoming retirement on the team. The Employee Benefits Specialist will provide expert advice and guidance to members on the selection, implementation, and management of employee benefits programs; coordinate grants allocated by providers; and create and maintain relationships with new and existing members. This position is fully remote; however, up to 20% travel throughout the year. Most travel will occur during Open Enrollment in the Fall, attending health fairs in the greater Los Angeles and San Diego areas

The ideal candidate is a detail-oriented and strategic thinker with a strong background in benefits administration, compliance, and member engagement. They possess exceptional analytical skills, allowing them to evaluate and improve benefits programs while ensuring alignment with regulatory requirements and organizational goals. With excellent interpersonal and communication skills, this individual can effectively collaborate with members, insurance brokers, and providers to deliver customized benefits solutions.

If you are a **dedicated benefits professional** looking to make a meaningful impact within a collaborative and service-oriented organization, we encourage you to apply!

This is a full-time, exempt position with hours from 7:30 a.m. to 4:30 p.m., Monday through Friday. Flexible work options are available.

Key Responsibilities include but are not limited to the following:

- Meet with members to understand their organizational needs and objectives
- Conduct thorough analysis of current benefits programs and identify areas for improvement
- Work closely with insurance brokers to evaluate plan design contractual compliance with benefits providers
- Oversee the summary plan descriptions for all members in the Employee Benefits programs
- Coordinate all open enrollment and health fair attendance with member agencies
- Assist Employee Benefits Manager with agenda material and presentation of items to the Employee Benefits Committee
- Evaluate the policies of potential members for compliance with JPIA participation requirements and make recommendations to the Employee Benefits Manager
- Develops and presents detailed benefit plan proposals to new and existing JPIA members
- Provides detailed comparisons of JPIA benefit plans with alternative plan designs
- Evaluates applications and risk profiles of potential members
- Establishes and maintains relationships with district staff
- Travels up to 20% of the time to attend health fairs throughout California, including overnight stays.
- Drives personal or rental vehicle for JPIA-related travel requirements
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public

Other Duties

- Prepare and/or review written communication campaigns for JPIA initiatives
- Market and administer annual Wellness Grant program
- Perform related duties as assigned

Preferred Qualifications include:

Knowledge of:

- Federal and state group insurance regulations, including the Affordable Care Act
- Standard health plan design elements of medical, dental, vision, life, disability, and employee assistance plans
- Project management skills and techniques
- High-Deductible Health Plans and Health Savings Accounts
- Proper use of English language, including spelling, grammar and punctuation
- Modern office procedures, methods, and equipment
- Telephone and customer service practices and techniques
- Microsoft Office Suite, including intermediate Excel and PowerPoint

Ability to:

- Perform project and departmental analysis, which includes: conducting research; determining and raising pertinent issues; summarizing findings; presenting results; administering programs; and, performing other related duties
- Assist in the development, implementation, coordination, and supervision of assigned program goals, objectives, and activities
- Attend, participate, and represent ACWA JPIA at a variety of workshops, seminars, and meetings; may serve on various committees, councils, collaboratives, and/or teams
- Analyze claims data to determine patterns, data clusters, anomalies and/or outliers that can point out areas for improvement, mitigation, or other actions
- Communicate complex information accurately, both orally and in writing

Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Education: Equivalent to a bachelor's degree from an accredited college or university.
- Experience: Minimum of five years of employee benefits experience, including demonstrated knowledge of benefit contract language.

Additional Requirements

- California Life, Accident and Health license is required, or the candidate must receive the license within one year of employment at the JPIA. After obtaining license, must complete required continuing education to maintain license.
 - Possession of a valid driver's license will be required at the time of appointment. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents. Current auto insurance and registration required.
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About ACWA JPIA

Mission Statement: The ACWA JPIA is dedicated to consistently and cost effectively providing the broadest possible affordable insurance coverages and related services to its member agencies.

The ACWA JPIA (JPIA) is a public entity formed in 1979 by the water agencies of the state of California. Like its members, the JPIA is a special district in the State of California. Its formation and operation are subject to the provisions of the California Government Code, including the Ralph M. Brown Act. It provides risk-sharing pools to meet the needs of its members for property, liability, workers' compensation, and employee benefits coverage.

For over forty years, the JPIA has been a partnership of water agencies working together to share the risks associated with purveying water. The risk-sharing pools of the JPIA are a cost-effective form of risk management available only to public entities, allowing them to bypass the high cost of commercial insurance. The coverages provided by this risk-sharing arrangement are unique to water agencies; the water agencies themselves--their directors and managers--have selected and refined these coverages. Not all water agencies are accepted into the JPIA. Prospective members must demonstrate a commitment to effective risk management programs.



Becoming a member is just the beginning. Besides handling covered claims for all members, the JPIA provides risk management services and training programs. Risk Control Advisors, who are specialists in the water industry, not generalists, perform on-site visits. Certified treatment plant operators and distribution system operators are on staff. The risk management services include assistance with

Injury and Illness Prevention Programs, ergonomic evaluations, Cal/OSHA regulatory compliance, confined space entry evaluations, noise surveys, and hazard communication programs. In addition, members receive assistance with their personnel policies and procedures as well as help in developing job descriptions and employee handbooks.

The JPIA is the premier provider of secure, stable and highly cost-effective alternatives for protecting the assets, liabilities and employees of public water agencies. We employ 60 staff and, in the past 10 years, have had minimal turnover because we operate in alignment with our values of **people, service, integrity, and innovation**.

ACWA JPIA is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our team members

invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We value and encourage our team members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual identity, socio-economic status, veteran status, and other characteristics that make our team members unique.

Visit our website at acwajpia.com and get to know us.

Located in Roseville, CA, the JPIA headquarters resides in a modern, LEED certified building. Roseville is located 30 miles east of Sacramento and part of the Placer Valley. Situated at the base of the Sierra Nevada Mountains, Roseville boasts affordable living, exceptional schools, extensive parks and outdoor activities and only a 90-minute drive to Tahoe or San Francisco areas.



Compensation and Benefits

JPIA offers an attractive compensation and benefits package. The salary range for the position is **\$90,403 - \$135,604**. To determine approximate total compensation, add an additional 38% to the salary. This more accurately represents the total benefits received as an employee.

Benefits of Employment at JPIA

- Medical: Choice of Kaiser (HMO or Consumer Driven Health Plan) or Anthem (HMO, PPO, or Consumer Driven Health Plan) paid **100% for employee and dependents**
- Health Savings Account offered for Kaiser and Anthem CDHPs with up to \$3000 contributed annually by JPIA.
- Dental: Choice of either Delta Dental (PPO) or Delta Care (HMO) paid **100% for employee and dependents**
- Vision is provided through VSP paid **100% for employee and dependents**
- Life Insurance: Group term life insurance paid **100% for employee**; additional options to purchase more
- Short-term and Long-term disability insurance paid **100% for employee**.
- Working with one of the most respected JPA's in the state
- Supporting an industry critical to California's future – water

- Being part of an organization where 97% of staff agreed that they know how their individual job contributes to the success of the organization
- Staff with engagement levels far exceeding most public entities
- Employee committees and activity groups focused on staff wellness, social activities and team building events (hiking, golf, disc golf groups also)
- Possible annual merit increases, dependent upon performance
- Remote work options
- Qualified employer under the Public Service Loan Forgiveness program for student loan debt
- Robust Employee Assistance Program for you and your dependents to help when life doesn't go as planned
- Mental Wellness benefits for you and your dependents which includes access to coaching, therapy, meditations, and more
- Fertility and family planning coverage (Anthem)



Staff participating in our "Walk for Wellness" event at Maidu Park

Your Peace of Mind

- Paid time away: New hires enjoy 36 days of paid time off in the first year (12 accrued days of vacation, 12 accrued days of sick leave - one per month - with unlimited accrual, and 12 paid holidays each year)
- Support the community with 8 hours per year of paid volunteer time
- Generous pension plans with the CalPERS retirement system
- Voluntary 457(b) compensation plans to allow additional income for retirement
- Educational assistance program from day one to encourage personal and professional growth



Staff volunteering at the Placer Food Bank

Application Procedure

Complete employment application located on JPIA's website, www.acwajpia.com. Click **Connect/Employment Opportunities/Job Openings**. Submit JPIA application, along with cover letter and resume to hr@acwajpia.com by **April 27, 2025**. This recruitment can end at any time without prior notice.

JPIA is an equal opportunity employer and is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. Diverse candidates are strongly encouraged to apply.

Interview Process

Only candidates chosen for an interview will be personally contacted. Those chosen will participate in a screening interview by phone and then, if passed, will be required to complete basic, job-related testing and sit for a panel interview, both in-person. Those will be held on **Friday, May 9, 2025**. Second interviews may be held if needed. Any offer of employment will be contingent upon the candidate completing a background and reference check, and a pre-employment physical. No walk-ins please. EOE employer.

Thank you for your interest in joining ACWA JPIA

This position fact sheet is intended to provide general information and assist qualified individuals in determining interest in applying for this position. The information is not all-inclusive.