

Employee Benefits Technician I

Job ID:	6095394	Posted:	October 15, 2009
Position Title:	Employee Benefits Technician I	Job Function:	Compensation and Benefits
Company Name:	Alameda County	Entry Level:	No
Industry:	Government/Civil Service	Job Type:	Full-Time
Location(s):	Oakland, California, 94612, CA- Oakland/East Bay, United States	Min Experience:	2-3 Years

APPLY FOR THIS JOBApply URL: <http://www.acgov.org>**Job Description**

Employee Benefits Technician I
Monthly Salary Range: \$4,477 - \$5,792
Final filing date: Monday, November 9, 2009

Here's your opportunity to impact one of the largest counties in the State of California. Every day, our team of efficient and dedicated professionals works hard to deliver quality services to our growing community of one and a half million people. If that's the type of challenge that inspires you both personally and professionally, join us today in this key assignment.

You will provide ongoing assistance to Alameda County employees with benefits regarding health and dental plans, life insurance, disability insurance, flexible spending accounts, FMLA and other related leave plans, savings bonds and commuter benefit plan. Additionally, you will provide benefits orientation and perform other related duties.

Job Requirements

Minimum qualifications include the equivalent of 2 years of full-time experience processing and explaining employee health related benefits in a benefits program or department of a private or public organization. Knowledge of employee benefits laws/regulations, current trends, payroll processing and HRIS computer application software is desired.

As a major urban county, Alameda is proud to offer an attractive benefits program, including a Defined Benefit Retirement Plan, health, vision, dental, life and accident insurance, dependent care assistance and pre-tax parking and transit benefits. Applicants are encouraged to apply online at www.acgov.org. There you will also be able to obtain an Alameda County Examination and Hiring Process brochure and Education Requirements brochure to become familiar with the examination and hiring process. Alameda County is an Equal Opportunity/Affirmative Action Employer.