



**TAKE YOUR CAREER
TO THE NEXT LEVEL**

BENEFITS SUPERVISOR

HUMAN RESOURCES DIVISION

THE OPPORTUNITY

We are seeking candidates who are prepared to develop, recommend and implement employee benefit plan design and policy changes, and supervise technical and professional staff in the implementation and day-to-day administration of employee benefit programs for Washington County, Oregon. As the Benefits Supervisor, you will also supervise the Human Resource Information System (HRIS) transaction processing and data maintenance functions.

THE COMMUNITY

Washington County and the Portland metropolitan area are recognized as one of the most livable areas in the country. Located on the western edge of Portland, Washington County is the second largest and fastest growing urban county in Oregon, with approximately 537,000 residents. The community is Oregon's most ethnically diverse, drawing from Europe, Central and South America, Asia, Indo-China, the Pacific nations and Africa. Residents and institutions alike reflect a global perspective. The community enjoys excellent schools and an array of cultural and recreational activities. Only an hour's drive from the beach and a half-hour to downtown Portland, Washington County enjoys the benefits of a healthy urban and rural environment. Light rail and commuter rail link our cities, and vibrant communities are growing near them.

THE BENEFITS AND HRIS SECTION

The Benefits and HRIS section is within the Human Resources Division, one of six divisions in the County's Department of Support Services. As the Benefits Supervisor, you will report to the Human Resources Manager and be responsible for supervising three full-time employees, including one Human Resources Analyst and two Benefits Specialists. The work unit provides service to over 1,800 employees within the Sheriff's Office, District Attorney's Office, Housing Services, Support Services, Health & Human Services, County Counsel, Community Corrections, Land Use & Transportation, County Auditor, Cooperative Library Services, Assessment & Taxation and the Board of County Commissioners; and 150 retirees.

THE POSITION

The successful candidate will possess extensive knowledge of principles and practices of administering employee benefit programs, preferably in a public sector; and Federal and State regulations governing employee benefit plans and maintenance of employee records, include COBRA, HIPPA, IRC Section 105, 125 & 129, FMLA and OFLA. This position requires the ability to represent Washington County with employees, retirees or employee union representatives on a variety of benefit plans, eligibility issues, claims and related issues.

Qualifications require a bachelor's degree or above with a major in business or public administration, human resources or a related degree. In addition, the Benefits Supervisor must possess four years of professional-level experience in the administration of employee benefit plans, and one year of experience supervising or leading a work team.

COMPENSATION & BENEFITS

The salary range for this opportunity is \$6,176 to \$7,504 monthly. Washington County offers a comprehensive benefits package including: employer paid medical, dental and EAP coverage for employees and eligible dependents; employer paid vision coverage for employee; employer paid life, AD&D and long term disability; ten paid holidays per year; vacation accrual starting at 12 days per year; additional 40 hours of administrative leave per fiscal year; retirement—Oregon Public Service Retirement Plan (OPSRP/PERS); other voluntary benefits including supplemental Life Insurance and 457b Deferred Compensation Plan.

Dates for Application are January 28, 2012 through February 17, 2012

For more information and to apply on-line, please visit our Human Resources page at

www.co.washington.or.us

or

Human Resources Division, 155 N First Avenue, Suite 270, Hillsboro, OR 97124

*We are an Equal Opportunity Employer with a commitment to a diverse workforce.
Women, minorities, veterans and people with disabilities are encouraged to apply.*

