

The County of Placer, California

Invites applications for:

# DISABILITY MANAGEMENT ADMINISTRATOR

(Senior Human Resources Analyst)



**Salary Range: \$95,409 – \$119,163/year, plus 100 hours of management leave which may be taken as cash.**

This position is scheduled to receive a salary range increase of 4.5% in July 2023 and an additional 4% in July 2024.

**Flexible work schedules and hybrid-remote work may be available for this position.**



## THE OPPORTUNITY

The Disability Management Administrator is a senior-level management position that provides program planning, administration, and oversight to the leaves of absence, disability management, and retirement unit within the Human Resource Department. The incumbent will serve as the ADA/Leave Coordinator and will be responsible for the following:

- Serve as a resource and provide technical direction, advice, and support to employees, County managers, and assigned staff in the areas of leaves of absence, disability management, and retirement related laws, rules, regulations, guidelines, and processes.
- Oversee, coordinate, and participate in leaves of absence, disability management, and retirement activities.
- Develop, implement, and administer policies related to leaves of absence and/or disability management to ensure compliance with federal, state, and local laws and regulations.
- Oversee retirement related benefits, respond to questions from members and retirees, and manage the processing of service retirement and disability retirement applications and service credit purchases.
- Evaluate operations and activities related to leaves of absence, disability management, and retirement; and prepare various reports on status of assigned projects, operations, and activities.
- Plan, prioritize, assign, supervise, and review the work of assigned management, technical, and clerical staff; participate in the selection of staff; provide or coordinate staff training; and conduct performance evaluations.

## PLACER COUNTY & THE REGION

Placer County represents a growing and prosperous community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from a developed educational, safety, and healthcare infrastructure, in addition to a wide variety of recreational

opportunities. Outdoor recreation activities in Placer County are abundant all year round, including hiking, biking, horseback riding, river rafting, snowshoeing, and skiing, as well as field and team sports, golfing, etc.

Placer County is consistently ranked first in quality of life and in the top two of the healthiest counties in California. Placer County has top-rated schools, exceptional outdoor recreation opportunities and scenic open spaces. Placer County is home to amazing artisans, award winning wines and agriculture, and has a strong heritage as the home of California's Gold Country. Located 80 miles northeast of San Francisco, Placer County encompasses 1,506 square miles, and spans to the world-renowned Lake Tahoe. The total population is approximately 369,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. It is bordered by Nevada County to the north, the State of Nevada to the east, El Dorado and Sacramento Counties to the south, and Sutter and Yuba Counties to the west. Placer County is part of the Sacramento Area Council of Governments. The main government center of Placer County (located in Auburn) is well positioned 30 miles northeast of Sacramento, the State capital.





## **EMPLOYER OF CHOICE**

Meeting and exceeding community service demands requires a high-quality workforce that works collaboratively with its many partners and embraces innovative approaches. Placer County leadership is dedicated to supporting a high-performing workforce with a customer focus and commitment to continuous improvement.

## **COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE**

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall) are responsible to the Board on budgetary and operational issues; and the non-elected department heads report to the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide responsive, efficient, and effective public services in keeping with its budget and financial policies. The County's budget for FY 2022/23 is approximately \$1.22 billion with a staff of around 2,800.

## **THE IDEAL CANDIDATE**

In addition to the required two years of responsible professional human resources administration experience performing duties similar to a full journey-level Human Resources Analyst II with Placer County, as well as the equivalency of a bachelor's degree from an accredited college or university with major course work in business or public administration, human resources administration, behavioral science or a related field, the ideal candidate also will have strong leadership and management skills. Additionally, the ability to demonstrate results-oriented direct experience in the administration of

leaves of absence and disability management activities; the ability to communicate sensitive and complex information while maintaining confidentiality; confidence to speak in public with proven ability to resolve conflict and mediate difficult situations; the ability to communicate effectively through oral and written mediums; and the ability to effectively advise and provide consultative services to employees, supervisors/managers, department heads, elected officials, and/or union representatives are highly desirable.

## **COMPENSATION AND BENEFITS**

The salary range for this position is \$95,409 – \$119,163/year, with additional salary increases of 4.5% scheduled in July 2023 and 4% in July 2024.

In addition to salary, Placer County offers a competitive benefits package, including the following:

- Management Leave: 100 hours per year which may be used as time off or cash\*
- Holidays: 14 paid holidays per year, 2 of which are floating holidays\* (effective January 1, 2023)
- Vacation Leave: 10 days/year with ability to accrue 25 days/year
- Sick Leave: 12 days/year\*
- Cafeteria Plan: \$5000 per year to use towards 401(k), dependent care, medical co-insurance, or cash\* (Cafeteria plan annual benefits rate of \$5000 is effective December 17, 2022)
- Medical, Dental, and Vision Insurance available for employees and eligible dependents
- Deferred Compensation with 401(k) contribution matches up to \$1500/year (match of up to \$1500/year is effective January 1, 2023)
- \$50,000 Life Insurance Policy at no cost to employee

- CalPERS Retirement plans
- Retiree Medical Insurance
- Education Allowance: Up to \$1200 per year
- Annual Vacation Cash Out: Up to 100 hours may be cashed out each year

\*Amounts will be prorated for part time employees and employees hired after the first of the year.

Annual Salary & Benefits	Step 1	Step 10
Annual Salary	\$95,409	\$119,163
Annual Deferred Compensation	Employer match of up to \$1,500*	Employer match of up to \$1,500*
Management Leave Cash out (100 hours annually)	\$4,587	\$5,729
Cafeteria Plan	\$5,000*	\$5,000*
Total Estimated Benefits	\$66,604	\$75,436
<b>Total Estimated Annual Salary &amp; Benefits</b>	<b>\$173,099</b>	<b>\$206,828</b>
Net Total Estimated Annual Salary & Benefits Less Employee Cost	\$152,761	\$186,489
NOTE: Deferred Compensation match rate effective 1/1/2023; Cafeteria Plan rate effective 12/17/2022		

For more information, please see:

<https://www.placer.ca.gov/DocumentCenter/View/1726/Management-Benefit-Details-PDF>

## TO BE CONSIDERED

To apply for this excellent career opportunity, please submit an application via the Placer County website at [www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs). This position will remain open until filled. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment physical examination and a background investigation, including a Livescan fingerprint clearance. Placement in the salary range will be based on relevant experience and expertise.

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.



Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

## HUMAN RESOURCES DEPARTMENT Equal Opportunity Employer

145 Fulweiler Avenue, Suite 200  
Auburn CA 95603  
Main Telephone: (530) 889-4060  
[www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com)

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