



YOUR BEST PROTECTION

Position Profile

Business Data Analyst

Roseville, California
June 2026

People | Service | Integrity | Innovation

*Do you seek a career where
your analytical expertise
transforms data into
meaningful business insights
and operational excellence?*

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

*Do you want to be part of a team where staff are actively
engaged in improving the work environment?*

Then our position of **Business Data Analyst** is for you.



Staff dresses up for the annual Halloween Party



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. Through responsive claims handling, proactive risk management, and strategic partnerships, we empower our members to deliver essential water services safely and efficiently. Our organization values people, integrity, innovation, and service in everything we do.

ACWA JPIA is recruiting for a **Business Data Analyst**. The candidate will work under the supervision of the Employee Benefits Manager and will join a dynamic team of five other employees. In this role, the candidate will reconcile and analyze financial information, develop reports, ensure data accuracy and integrity, identify trends and opportunities for improvement, and collaborate with stakeholders to support the successful administration of employee benefits programs.

The ideal candidate is detail-focused, enjoys working with complex financial and operational information, and has a passion for improving processes and driving results. They are a strong communicator who can collaborate effectively with a variety of stakeholders, balance multiple priorities, and leverage data to support sound business decisions and organizational success.

The Business Data Analyst position will be located in Roseville, CA, in a LEEDS (Leadership in Energy and Environmental Design) certified building and is eligible for remote work up to two days per week. This a full-time, non-exempt position with hours from 7:30 a.m. to 4:30 p.m., Monday through Friday. Flexible work hours might be available.

Key Responsibilities include but are not limited to the following:

- Cultivate an environment that reflects our commitment to Integrity, Innovation, People, and Service to others.
- Performs advanced analytical and operational support work related to the employee benefits systems, financial reconciliation, reporting, and business process analysis. Supports enterprise data systems, reporting platforms, and financial data workflows.
- Acts as liaison with Finance to reconcile and analyze Employee Benefits funds, including invoicing, variance analysis, carrier payments, claims payments, and program costs.
- Supports organizational initiatives through business analytics, KPI tracking, trend analysis, and performance reporting.
- Write and run reports in the benefits and invoicing system
- Regular attendance and adherence to the prescribed work schedule to conduct job responsibilities
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.

Preferred Qualifications include:

Knowledge of:

- Financial data structures, reporting systems, and data governance practices
- General financial, audit, and internal control principles
- Intermediate to advanced Microsoft Excel
- English usage, spelling, grammar and punctuation
- Modern office procedures, methods, and equipment
- Filing and record keeping procedures
- Telephone and customer service practices and techniques
- Computer applications, including word processing, spreadsheet and database software

Ability to:

- Analyze complex situations to provide solutions
- Perform financial data analysis, reconciliation, validation, and variance identification
- Present data insights clearly to technical and non-technical audiences
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Understand and follow oral and written instructions
- Independently prioritize work and meet deadlines
- Maintain and ensure accuracy of financial and operational data systems
- Operate computers and other office equipment

- Make basic arithmetic calculations accurately
- Deal tactfully and courteously with customers and staff
- Represent ACWA JPIA in a professional manner

Minimum Qualifications

Three years of increasingly responsible experience in data analysis, financial operations, or related field, including experience with database management and financial reconciliation, reporting, and variance analysis.



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 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 65 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 cultivating a culture that promotes organizational excellence, while advancing an environment where every voice is valued, every perspective is respected, innovation is celebrated, and opportunities for engagement are accessible to all stakeholders.

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 JPIA anticipates hiring at **\$93,674**, which represents the top of the first third of the established salary range, **\$80,292 - \$120,439**.

Placement within the range will be based on the selected candidate's qualifications, relevant experience, internal equity, and organizational considerations. 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

- 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 (book club, hiking, golf, disc golf groups)
- Possible annual merit increases, dependent upon performance
- Remote work options
- Qualified employer under the Public Service Loan Forgiveness program for student loan debt
- 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.**
- 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 37 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 13 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



Staff volunteering at Feeding the Foothills

- Educational assistance program from day one to encourage personal and professional growth

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 **June 21, 2026**. This recruitment can end at any time without prior notice.

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 **Monday, July 6, 2026**. Second interviews will 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.