



YOUR BEST PROTECTION

Position Profile

Employee Benefits Manager

Roseville, California
June 2026

People | Service | Integrity | Innovation

Do you seek a career where your expertise and personal drive contribute to organizational success?

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



Staff celebrating St. Patrick's Day

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

Then our position of **Employee Benefits Manager** 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. 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 an **Employee Benefits Manager**. The candidate will work under the direction of the Deputy Executive Officer and will supervise six employees. This position provides leadership for the JPIA's employee benefits programs, including plan administration, program development, vendor management, member engagement, and staff supervision. This role plays a key part in ensuring high-quality, cost-effective benefits solutions for member agencies.

The ideal candidate brings expertise in benefits administration, strong business and financial acumen, and a talent for building trust with members, vendors, and colleagues. They are equally comfortable analyzing program performance, leading a team, presenting to boards and committees, and developing creative solutions that enhance the value and effectiveness of employee benefits programs.

The Employee Benefits Manager 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, 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:

- Model, promote, and empower staff to embody our core values—Integrity, Innovation, People, and Service to Others—by fostering trust, collaboration, and continuous improvement. Supervises, directs, and evaluates assigned staff in the day-to-day operations of the Employee Benefits Department; provides coaching, training, performance management, and professional development in compliance with JPIA policies and applicable federal and state regulations
- Prepare and deliver presentations on the benefit plans to member personnel and Boards of Directors
- Promotes and communicates the Employee Benefits Program’s mission, values, goals, and service standards to members, employees, and the public.
- Recommends development and administration of benefit-related policies and procedures and regulatory compliance
- Evaluates vendor services for employee benefits and recommends programs and providers that best meets the needs of the pool
- Collaborates with brokers, consultants, and carriers to develop and maintain cost-effective employee benefit coverages and programs
- Develops recommendations for pricing for self-funded employee benefits programs
- Evaluates emerging trends and organizational needs and recommends new or modified benefit programs and coverages
- Assists in the development of agendas, packets, and correlating details for the Employee Benefits Committee
- Provides policy advice and consultation to members related to benefits, eligibility, etc. and maintains contact with members to ensure effective communication and understanding of information disseminated
- Maintains ongoing communication with member agencies to ensure understanding of employee benefits programs, policies, and updates
- Supports member growth and retention efforts through relationship management, outreach, communication, and program support activities
- Communicate, through words and example, the health benefit programs culture, values, vision and goals to members, employees and the public
- Manages the group implementation process, including consultation, needs analysis, screening, enrollment and data entry.
- Travel to attend meetings, conferences, training sessions, and member events
- Drives personal or rental vehicle for JPIA-related travel requirements

Preferred Qualifications include:

Knowledge of:

- Principles, practices, and trends in employee benefits administration, including medical, dental, vision, life, disability, and voluntary benefit programs
- Self-funded health plan administration, funding methodologies, and cost containment strategies

- Applicable federal and state laws and regulations related to employee benefits administration, including ACA, COBRA, HIPAA, , Section 125, and Medicare coordination requirements
- Vendor management and evaluation practices related to insurance carriers, third-party administrators, brokers, and related service providers
- Principles and practices of supervision, performance management, employee development, and team leadership
- Budget development, financial analysis, forecasting, and fiscal management practices
- Customer service principles and techniques, including member relations and conflict resolution
- Strategic planning, program evaluation, and operational improvement methods
- Methods of data analysis, reporting, and interpretation related to employee benefits programs
- Effective business communication techniques, including public presentations, report preparation, and professional correspondence
- Applicable JPIA policies, procedures, and operational practices

Ability to:

- Plan, organize, direct, and evaluate the operations and activities of the Employee Benefits Department
- Supervise, train, mentor, and evaluate assigned staff
- Analyze benefits trends, utilization data, and financial information to develop recommendations and strategies
- Develop and implement policies, procedures, and program improvements related to employee benefits administration
- Establish and maintain effective working relationships with members, vendors, brokers, consultants, governing boards, and employees
- Interpret and apply complex laws, regulations, policies, and contractual provisions related to employee benefits
- Communicate effectively verbally and in writing with a variety of audiences, including executive leadership, committees, governing boards, and member agencies
- Prepare and deliver effective presentations and training programs
- Exercise sound judgment, discretion, and diplomacy in sensitive or complex situations
- Manage multiple projects, priorities, and deadlines simultaneously
- Provide high-level consultation and customer service regarding employee benefits programs and related issues
- Assist in budget development and monitor expenditures within approved fiscal guidelines
- Evaluate operational processes and recommend improvements to increase efficiency, effectiveness, and member satisfaction
- Travel by airplane or automobile to deliver services at district facilities or conferences

Minimum Qualifications

1. Completion of a Bachelor's degree from an accredited college or university in public or business administration, or a related field; life and health licensing or certification (such as CEBS); and at least five (5) years of increasingly responsible experience in the employee benefits industry, developing and administering risk management services, and including at least five (5) years supervisory experience.

OR

2. Ten (10) years of increasingly responsible experience in the employee benefits industry, developing and administering risk management services, benefit administration, and including at least five (5) years of supervisory experience.



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 **\$153,496**, which represents the top of the first third of the established salary range, **\$131,568 - \$197,353**.

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**.



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

- 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)

Your Peace of Mind

- Paid time away: New hires enjoy 40 days of paid time off in the first year (15 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
- Educational assistance program from day one to encourage personal and professional growth



Staff volunteering at Feeding the Foothills

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 **Sunday, 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 either **Wednesday, July 8, 2026**, or **Thursday, July 16, 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.