



Special District Risk Management Authority (SDRMA) is a public agency that provides a full-service risk management program for California’s special districts. For over four decades, SDRMA has provided members with comprehensive coverage protection.

One of SDRMA’s greatest assets is its staff. SDRMA employees are smart, creative, hardworking, and passionate individuals working in areas ranging from risk control, claims administration, information technology, accounting, health benefits administration, and risk pool administration. Working here requires energy, commitment, and teamwork. We are looking for an individual who shares these values to join the SDRMA team.

Job Title

Health Benefits Specialist I

About the Position

Under the general supervision of the Health Benefits Manager, the Health Benefits Specialist I (“Specialist”) serves as a member of the SDRMA Health Benefits team and is one of the primary contacts with participating groups and/or agency staff related to the Medical Benefits and Ancillary Coverages program.

The ideal candidate will possess the following qualifications:

- Foundational knowledge of medical benefits and ancillary coverages, along with basic understanding of general business and administrative practices, including office procedures, systems, and customer service principles.
- Ability of Proven accuracy in data entry; Strong interpersonal and communication skills (both verbal and written), and ability to work effectively with staff, consultants and wide range of participating agencies; Ability to gather and compile information, and prepare reports; Ability to develop and maintain record-keeping systems and procedures; Perform multiple tasks and assignments; Meet and work well under time deadlines; Be knowledgeable and adept in proficiently using a variety of computer programs, including, but not limited to Microsoft Word and Excel; make basic arithmetic calculations accurately; independently prioritize work and meet deadline.

The duties include, but are not limited to:

- Process participant changes—including marital status updates, new dependents, and employment separations—in strict accordance with administrative policies and federal regulations
- Communicate in writing and verbally with participating groups and their employees regarding mid-year qualifying events, submitted changes, and confirmation of coverage
- Process changes in TPA platform
- Maintain changes in group health benefits files
- Assist with the annual open enrollment process, including reviewing carrier documents
- Process group contact changes using the SDRMA database
- Answer the main phone line
- Process incoming and outgoing mail for office
- Responsible for ordering and maintaining supplies for office

Compensation and Benefits

This position is classified under the Fair Labor Standards Act (FLSA) as non-exempt, hourly. The salary range is: \$62,603 - \$88,458

Medical, dental, vision, life, LTD and EAP benefits are covered 100% for employee only and 50% for dependents.

Social Security and CalPERS participation

To Apply

The recruitment is open until filled. Please visit to complete our online employment application and attach a resume.