

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED OCTOBER 2026
SALARY SCHEDULE: #87
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

**DEPUTY EXECUTIVE OFFICER – HEALTH BENEFITS
Self-Insured Schools of California (SISC)**

DEFINITION

Under general direction, the Deputy Executive Office – Health Benefits will formulate plans, goals, and objectives for maintaining and improving program efficiency and value to SISC members. Provide executive oversight of SISC goals and objectives. Provide leadership and direction to staff by setting an effective course and ensuring objectives are met.

EXAMPLES OF DUTIES

Provide expertise and guidance for activities including operations, underwriting, budget oversight, marketing, customer service and program development;

promote and develop a collaborative and respectful work environment with an office culture that values a strong work ethic and productivity;

build and maintain strong relationships with members, vendors and all stakeholders;

develop and implement programs that limit unnecessary spending and promote access to high quality, appropriate health care;

oversee management of personnel including hiring of new staff, performance evaluations and recommendations for personnel actions;

oversee the development of rates charged to members. Analyze historical trends and recent market developments to ensure SISC funding is sufficient to cover costs without creating unnecessary surpluses;

develop and execute strategies to ensure SISC provides member districts with long-term stability and predictable renewals;

develop and execute strategies to ensure that only districts that would enhance and strengthen the pool are approved for membership;

analyze and evaluate new products and services to determine their potential to improve the value SISC provides to its members;

make presentations to the SISC Board of Directors regarding the state of the industry and SISC programs and services;

present potential changes to the Board for their direction and approval;

draft and develop communication materials and memos for distribution to SISC members;

take an active role in the leadership and direction of statewide health care and insurance organizations;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Understanding of the complexities of the health care delivery system and how it is financed;

underwriting and risk analysis needed to evaluate the future short-term and long-term cost of health care;

public school and labor culture as it relates to employee benefits.

Ability to:

Build and maintain strong relationships with stakeholders who have a wide variety of backgrounds and conflicting motivations;

develop a collaborative and respectful work environment with an office culture that values a strong work ethic and productivity;

analyze historical trends and recent market developments to accurately project the short-term and long-term funding needs of a large and complex health benefits program;

draft written communications that convey complex matters in a way that can be understood and accepted by people with a variety of backgrounds and perspectives;

work under short time frames and be responsive to urgent requests and issues;

serve as a mentor, coach and guide to senior staff;

stay abreast of the latest trends, ideas and innovations in health care and insurance;

travel to meet and develop relationships with industry leaders in an effort to have a positive impact on the cost and quality of health care;

work with diverse individuals and groups;

provide excellent customer services to internal and external clients.

Experience:

Ten (10) years successful experience in a leadership role related to the management and administration of health benefits.

Education:

Bachelor's degree from an accredited college or university;

Master's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice

is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP: rn

10/1/2026

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