

WESTMONT COLLEGE

Benefits Specialist **Office of Human Resources**

Position Summary: Responsible for the administration and daily operations of the benefits programs, acts as liaison to brokers and carriers, interprets complex benefit design and provides technical support for the delivery of benefit programs. Coordinates worker's compensation, leaves and wellness programming.

Qualifications: Bachelor's in Human Resources, Business Administration, or a related discipline appropriate to the duties or equivalent related work experience. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Minimum 3 years' experience in Human Resources, including knowledge of benefit administration. Strong analytical skills to conduct audits, determine costs, and control expenditures as well as a demonstrated ability to provide excellent customer service. Requires knowledge of State and Federal regulations including but not limited to ACA, FMLA/CFRA, ADA, HIPAA, COBRA, ERISA etc. Organizational and multiple-project management skills are necessary as well as the ability to prioritize work and meet deadlines. This position requires the highest level of confidentiality, integrity and professionalism and the ability to work effectively independently and collaboratively. Also requires the ability to communicate effectively both verbally and in writing. Demonstrated attention to detail and strong problem solving skills are necessary. Strong technical aptitude in Microsoft Office Suite, particularly Access; and fluency in web-based tools are required. Experience in higher education and/or a nonprofit organization desirable.

Responsibilities:

1. Administers group benefits: health, dental, long term disability, FSA, travel and accident, relocation and voluntary life plans. Administers educational assistance and relocation benefits. Investigates options and improves existing programs. Determines, reports upon and communicates benefits eligibility.
2. Coordinates the annual open enrollment cycle for benefits.
3. Creates and facilitates education materials so that employees may make informed choices about their benefits. Manages the total compensation communication process. Composes communications regarding benefits programs; organizes and coordinates benefit related workshops.
4. Provides advice and problem solving support to employees on benefits related issues/questions and/or refers employees to others as appropriate.
5. Manages the online benefits enrollment software and assists employees in utilizing it. Prepares reports and audits data. Performs research and makes recommendations based upon trend forecasts. Maintains legal and internal plan records and billings.
6. Ensures compliance with regulations that impact benefits and benefits administration, consulting with the Director as necessary. This includes, but is not limited to issuing required reports and notices under the ACA and ERISA.
7. Identifies and creates innovative new way to incorporate health and wellness education and resources to the campus community.
8. Provides benefit orientation in New Hire Onboarding.
9. Manages daily online administration for retirement plan operations.

10. Qualifies employees for compliant leaves. Coordinates and monitors leaves including communicating with employees, supervisors, payroll and insurers on a regular basis, and managing paid time off and benefits.
11. Manages SDI, LTD, Life, workers comp and unemployment claims.
12. Works with the Human Resources department as a team to execute key HR programs/goals such as talent management, performance development, reward and recognition programs, and to streamline processes to better serve employees.
13. Interprets College policy for individual situations to promote understanding of College policy and to ensure consistency of practices.
14. Anticipates, identifies and creatively assists in the resolution of issues requiring immediate response.
15. Special projects - including creating, recommending and implementing programs to ensure best practices; and revising HR benefit guidelines and processes. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
16. Perform all other duties as HR team member as assigned.

Reports to: Director of Human Resources

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