Human Resources and Benefits Specialist

Human Resources

**Summary of Duties, Responsibilities and Goals**

Reporting to the Benefits Manager, the incumbent administers the Worker’s Compensation injury and claims program and performs other important assignments in the Benefits function and within the HR office. Implements, maintains, and coordinates designated Human Resources projects and programs as directed.

**Essential Functions**

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. Performs various benefits-related assignments, projects and programs
   - Ensures that premium invoices are accurate and up to date, including overseeing the reconciliation and process of benefit premium invoices
   - Manages the systematic remittance and reconciliation process for retirement account submissions
   - Managing data and running original reports based on operational need, for various projects (e.g., annual renewals, regulatory notifications and requirements, employee activity, etc.)
   - Administer employee process requests and qualifying event exceptions, as needed (e.g., COBRA coordination)
   - Administers the College’s Tuition Exchange and Tuition Grant Programs, including drafting original communications to the Community, liaising with other institutions regarding payment and overseeing employee eligibility requirements
   - Administration of FMLA and other leaves, as needed
   - Serves as backup to Benefits Manager on essential benefits functions
   - Participates in planning, organizing and conducting monthly new-hire benefits orientation and annual open enrollment processes
   - Performs various administrative functions related to employee appointments, including benefits communications and premiums reconciliations
   - Plans, organizes, promotes and coordinates health and wellness events and programs
   - Data gathering and reporting for annual 5500 tax process and external Retirement Plan audit
   - In FY 2022, incumbent will also be involved in the following:
     - Selection, development and implementation of the College’s Benefit Administration portal and will be a “superuser” responsible for managing the portal moving forward
     - Campus-wide benefits dependent audit based on enrollment data

2. Administers Workers’ Compensation injury and claims reporting, including being involved in the required interactive process
- Co-chairs the Safety Committee meeting
- Posts and communicates program requirements, including notices
- Represents the College at workers’ compensation hearings
- Works with auditors on the regular monitoring of the program and audit requirements

3. Administration of On-line Employee Training
   - Technical point person for all required employee online training programs (e.g., Anti-Harassment, Safety, etc.)

4. Other duties as assigned

Qualifications

Experience, Skills, Competencies Required:
- Bachelor’s degree plus four years of related Human Resources experience, or the equivalent in education, training and experience
- Minimum 1-year Workers Compensation administration experience
- Customer-centered focus
- Ability to work in a fast-paced, deadline-driven environment
- Excellent written and oral communication skills
- Ability to manage multiple priorities simultaneously
- Ability to work with and maintain highly confidential information
- Strong attention to detail
- Demonstrated data collection and reporting experience

Preferred:
- Previous experience with leave of absence administration
- Experience working with Banner/Ellucian
- Proficiency with Microsoft Word, Excel and Google suite
- Experience with a Benefit Administration enrollment platform
- Experience with administering online training programs

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the resumes@oxy.edu.

Additional Information:

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.
Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.