Benefits Specialist

Human Resources

Summary of Duties, Responsibilities and Goals

Under the guidance of the Benefits Manager administrates Worker’s Compensation injury and claims reporting and coordinates other benefits related assignments. Implements, maintains, and coordinates designated Human Resources projects and programs as directed and provides administrative support for efficient office operations.

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. Assists the Benefits Manager in benefits related assignments and projects
   - Benefit enrollments and deductions set-up (includes follow-up on incomplete enrollment forms)
   - Oversees the reconciliation and processing of benefit premium invoices (includes medical, dental, vision, basic life, supplemental life, flexible spending care, supplemental benefits and COBRA)
   - TIAA 403(b) Retirement Plan Reconciliations and Remittance
   - Assist Benefits Manager in obtaining statistics and information as part of the renewal of benefit plans
   - Coordinate COBRA through third party administrator
   - Tuition Exchange
   - FMLA and other medical leaves (including salary reduction calculations, preparation of salary reduction agreements and tracking of leave dates)
   - Open Enrollment
   - Summer Leave administration
   - Assist with regulatory reporting

2. Administers Workers’ Compensation injury and claims reporting
   - Provides, completes, and files required paperwork in a timely manner
   - Communicates with the insurance, employee, and employee supervisor as necessary
   - Assists Benefits & Compensation Manager with interactive process
   - Attends workers’ compensation related meetings
     - Co-chairs the Safety Committee meeting
       - Coordinates and attends monthly meetings

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- Updates required notices/postings
- Represents the College at workers’ compensation hearings
- Obtains and provides data related to workers’ compensation audit

3. Coordinates some training sessions for College employees as needed
   - Coordinates Safety related training

4. Serves on Benefits Committee
   - Prepares meeting minutes

5. Updates notices, postings, and forms as necessary

6. Perform other related duties as needed or assigned

**Qualifications**

**Experience, Skills, Competencies Required**
- Minimum 3-5 years of general office/administrative support experience in a Human Resources Department; minimum 2 years’ experience in benefits administration
- Bachelor’s degree plus four years of related Human Resources experience, or the equivalent in education, training and experience
- Must have exceptional customer service demeanor
- Must have excellent organization skills and be attentive to details
- Must have ability to work in a fast-paced, deadline driven environment
- Must have excellent written and oral communication skills
- Must have ability to work on multiple tasks effectively and efficiently
- Must have ability to work with and maintain highly confidential information with the utmost discretion
- Highly curious and problem solving orientation

**Demonstrated Technical Skills/Experience Required**
- ERP or Benefit Administration System; Banner preferred
- Formally trained in Excel
- Proficiency in Microsoft Word

**Preferred Skills/Experience**
- Bilingual in Spanish/English

**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.