

DRINKER BIDDLE & REATH LLP

HEALTH & WELFARE BENEFITS SPECIALIST

JOB POSTING

JOB TITLE: Health & Welfare Benefits Specialist	STATUS: Non-Exempt
REPORTS TO: Senior Manager, Benefits & Retirement Plans	LOCATION: Philadelphia, PA
SUMMARY: <p>We are seeking a Health & Welfare Benefits Specialist to join our team. Based in our Philadelphia office, the Health & Welfare Benefits Specialist is responsible for working closely with the Senior Manager of Benefits & Retirement Plans in the day-to-day administration of the Drinker Biddle & Reath LLP benefit plans including health and welfare, dental, flexible spending accounts, life & disability, and retirement. In addition, this position is responsible for providing first-line customer service to employees, the HR team, and payroll regarding benefit-related issues.</p> <p>In accordance with the Firm's Client Service Initiatives, the Health & Welfare Benefits Specialist must display good judgment and have effective interpersonal communications; confidentiality and discretion are required consistently.</p>	
ESSENTIAL JOB FUNCTIONS: <p><u>Health & Welfare</u> Provide day-to-day administration of the health and welfare plans:</p> <ul style="list-style-type: none">• Provide customer service to employees; resolve a wide range of benefit issues in a timely, friendly and efficient manner• Ensure the health and welfare plans are administered in compliance with plan documents and regulatory requirements• Create appropriate processes for medical claims funding, health savings account credits, and paying vendor invoices accurately and timely• Ensure employee benefit contributions are accurately being deducted from payroll; perform routine payroll deduction audits• Monitor third party data feeds to ensure accurate processing; conduct audits of third party data routinely to ensure accuracy of enrollment, processing, billing, etc.• Reconcile flexible spending account claims with bank statements on a monthly basis• Ensure accuracy of current benefit census information for all health care related benefit plans• Ensure COBRA, Medicare Part D, life insurance conversion, and other terminated employee processes are administered accurately and timely by third-party vendor• Ensure benefit vendors provide high service levels to employees <p><u>Leaves of Absence & Disability Administration</u> Provide day-to-day management and administration of the leaves of absence and disability process:</p> <ul style="list-style-type: none">• Provide customer service for employees; resolve a wide range of benefit issues in a timely, friendly and efficient manner• Manage employee leaves of absence process, including FMLA leaves, with employees, HR Generalists, and payroll• Determine leave and FMLA leave eligibility• Send FMLA, short-term and long-term disability documentation as appropriate• Track leave and FMLA leave time off• Coordinate with short-term disability ASO vendor and , long-term disability insurance carrier and employees regarding eligibility and payment	

Retirement

Provide day-to-day administration of the 401(k) plan:

- Provide customer service to employees; resolve a wide range of benefit issues in a timely, friendly and efficient manner
- Ensure 401(k) plan is operated in compliance with plan documents and regulatory requirements
- Ensure 401(k) contributions are made accurately and timely; coordinate with payroll department and third party providers to ensure smooth administration
- Process, track and reconcile 401(k) plan funding
- Monitor third party data feeds to ensure accurate processing; conduct audits of third party data routinely to ensure accuracy of enrollment, processing, billing, etc.
- Assist with determining retirement plan education needs; coordinate retirement plan education programs
- Assist with the 401(k) plan audit
- Assist with plan design decisions
- Assist with 401(k) non-discrimination testing as needed

As requested, complete special projects as requested by the Chief Human Resource Officer, the Director of Benefits & HRIS, and the Sr. Manager, Benefits & Retirement Plans.

The person in this role is expected to handle the majority of these tasks by him/herself. *The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to identify and solve problems, using both internal and external resources
- Strong working knowledge of 401(k), Pension Plans, COBRA, HIPAA, ACA, flexible spending accounts, health savings accounts, medical, dental, life insurance and short- and long-term disability
- Strong understanding of, and commitment to, data integrity of HRIS and payroll systems
- Ability to work independently in an unstructured environment, think analytically and creatively
- Ability to work well under pressure, meet deadlines and deal with multiple and changing priorities
- Strong analysis and auditing skills
- Excellent organizational skills with strong attention to detail
- Excellent written and verbal communication skills
- Excellent customer service skills
- Ability to maintain confidentiality
- Familiarity with ERISA, HIPAA, COBRA, ACA, DOL, and IRS regulations
- Proficient computer skills, including knowledge of Windows 7, Microsoft Office 2010, and Outlook
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion
- Ability to work with detailed information accurately and efficiently
- Unbiased judgment, sound discretion, and openness to the views of others
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism
- Ability to interpret the firm's policies and/or procedures
- Must be highly motivated, a self-starter who is able to juggle multiple projects simultaneously and successfully, many with tight deadlines
- Candidate must be able to work well as part of a team as well as work independently
- Candidate must quickly grasp the goals, service, culture and strategy of both the office and the firm overall
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel
- Adhere to and serve as a role model for the firm's Client Service Standards
- Ability to work overtime as needed

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors degree required
 - Degree in Business, Human Resources, or equivalent highly desired
- Minimum of 3 years benefits experience in a partially automated benefits management environment and in a benefits customer service/support role
- Proficiency in general Microsoft Office software, with intermediate to advanced level Excel skills
- Experience with Ultipro and ADP/ORB preferred
- Previous presentation skills preferred
- Experience with self-insured medical plans desirable but not mandatory

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including medical/dental/vision, life/disability insurance, paid holidays, and a 401(k) plan.

HOW TO APPLY:

Interested candidates should send their cover letter, including salary requirements, and their resume to human.resources@dbr.com referencing **Health & Welfare Benefits Specialist** in the subject line.
Incomplete applications will not be considered.