

# DRINKER BIDDLE & REATH LLP

## HEALTH & WELFARE BENEFITS SPECIALIST

### JOB POSTING

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

## **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](mailto:human.resources@dbr.com) referencing **Health & Welfare Benefits Specialist** in the subject line.  
*Incomplete applications will not be considered.*