

POSITION DESCRIPTION

Release Date: May 19, 2015

Position: HR Benefits Specialist

**About Equal
Justice Works:**

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice.

We provide a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all. Visit our website for more information: www.equaljusticeworks.org.

**General Job
Description:**

The HR & Benefits Specialist reports to the Director of Administration and will support the Director's efforts to attract and retain high-performing employees by ensuring the efficiency and accuracy of employee onboarding and benefits enrollment and processing. The HR & Benefits Specialist will play a key role in organization growth and changing business priorities and will support the overall work of the organization by executing and delivering on a range of human resources responsibilities, including, communication with staff, potential hires and external stakeholders on benefits. This person will be required to use discretion and independent judgment on confidential human resources and personnel matters.

Responsibilities:

Human Resources Benefits

- Responsible for health and welfare plans including enrollments and terminations. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Serves as the COBRA administrator for the organization. Liaises between employees and insurance providers to resolve benefits-related problems and ensures effective utilization of plans for positive employee relations.
- Works closely with the benefits broker to ensure plans are administered in accordance with federal and state regulations and plan provisions are followed.

- Conducts new employee orientations and onboarding to ensure employees gain an understanding of benefit plans and enrollment provisions. Advises employees and potential employees on plan provisions so that individuals can make more informed benefit decisions.
- Assists Director of Administration and benefits broker with annual open enrollment period during 4th quarter of each year. Arranges for distribution of materials from carriers, assists with communicating changes to employees and arranges for on-site representation by providers and processes changes with deadlines.
- Processes monthly billings from insurance providers. Reviews billings for accuracy. Resolves discrepancies with carriers, payroll and the organization. Completes monthly reports for the Chief Operating Officer. Strives to ensure employees understanding of benefit programs by regularly generating communication and counseling employees as situations arise.
- Resolves employee complaints related to health and welfare plans, referring difficult and/or complex complaints to the Director of Administration as needed. Acts as liaison with various insurance carriers and fosters effective relationships, keeping management apprised of potential problem areas.
- Processes new employees in ADP Workforce Now portal and provides monthly reports to management as requested. Coordinates with Raffa payroll function on tracking leave balances for staff. Provides monthly leave balance reports to directors and staff.
- Performs recruitment activities such as posting vacancies, assisting in the screening and evaluation of candidates for select positions in the organization. Administers pre-employment testing for entry-level/administrative positions and pre-employment background screenings via-HireRight Employment Screening. Communicates promptly and professionally with candidates, providing an outstanding experience and ensuring that all applicants are valued throughout the interview process
- Assist with HR projects as needed and assigned by the Director of Administration or COO. Supports and strengthens our employment brand via social networking (e.g. LinkedIn, Twitter, Glassdoor, Facebook etc.)
- Other duties as assigned

Qualifications:

- Bachelor's degree from accredited university
- At least two to three years of relevant work experience in HR and Benefits.
- Strong computer and database skills and office systems experience.
- Must be proficient in Microsoft Office (Word, Excel, Power Point and Outlook)
- Proven ability to work independently and take individual initiative and responsibility for assignments.
- Excellent communication and writing skills, problem solving and analytical skills, organizational skills, and strong interpersonal skills.

Salary and Benefits:

Salary for the HR Benefits Specialist is commensurate with experience. Equal Justice Works offers a comprehensive and generous benefits package. Please send your completed application, which should include a letter of interest, CV/resume, and writing sample. Applications should be submitted to humanresources@equaljusticeworks.org. No phone calls will be accepted.

EQUAL JUSTICE WORKS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental handicap, matriculation, or political affiliation.