

## Job Summary:

The benefits specialist is responsible for assisting with the administration of all benefits and retirement programs for Cayuga Medical Associates, including medical, dental, vision, life insurance, short- and long-term disability, and 401(k) plan. This position also administers leave of absence programs such as FMLA, NYPFL, Workers compensation, Short/long term disability programs.

Reports to: Director of Human Resources

## Duties/Responsibilities:

- Ensures the accuracy of all benefits enrollments for new employee onboarding, open enrollment, and other life event changes in the HRIS to provide our vendors with accurate eligibility information.
- Works with payroll to oversee benefits reconciliations with vendors and reconciles employee deductions as related to leave of absence events.
- Oversees/manages annual open enrollment process
- Oversees/manages 403b true up on an annual basis
- Responsible for overall benefits compliance and compliance testing
- Assists with new-hire benefits enrollments.
- Performs quality checks of benefits-related data.
- Assists employees regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Works directly with CMA broker to enroll employees with carriers and process life status changes.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes, and other general inquiries.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability, and FMLA.
- Effectively interprets FMLA, ADA, PFL, and other job-protected leaves for implications as they relate to leaves of absences/disabilities. Works collaboratively with employees to assist them with the leave of absence process.
- Maintains FMLA/LOA management tool.
- Responds to 403b inquiries from managers and employees relating to enrollments, plan changes, and contribution amounts.
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- Administers the tuition reimbursement program.
- Provides necessary reports for allocation/billing charges.

## Required Skills/Abilities:

- Extensive knowledge of employee benefits and applicable laws.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficient with Microsoft Office Suite or similar software.

**Education and Experience:**

Required: Associate's degree in HR or related field, experience and/or other training/certification may be substituted for the education.

Two years' experience in HR and/or benefits administration.

- Bachelor's degree in human resources or related field preferred. CEBS Certification preferred.