

Archdiocese of San Francisco

Position Description

JOB TITLE: Employee Benefits Administrator **FLSA Status:** Non-Exempt **Grade:** N-8

DEPARTMENT: Human Resources/Benefits **LOCATION:** Pastoral Center, San Francisco CA

REPORTS TO: Benefits Manager **TYPE POSITION:** Full-time **DATE:** October 6, 2020

POSITION SUMMARY: Supports, administers and communicates Archdiocesan benefit programs. Acts as a technical resource on benefits policy interpretation, procedures and processes.

ESSENTIAL JOB RESPONSIBILITIES / DUTIES:

- Provides day-to-day administration of benefits plans in compliance with Federal and State requirements. Programs include: medical, dental, vision, life insurance, flexible spending accounts, health reimbursement accounts, short and long term disability, wellness, employee assistance program, leaves of absences and workers compensation.
- Provide excellent customer service to active and terminated employees concerning benefit questions, problems related to benefits issues, inquiries and complaints to ensure quick, equitable, consistent and courteous resolution.
- Conducts benefits orientation for 150 site administrators, principals, HR managers and Priest when requested.
- Administers Leave of Absence programs (Federal and CA State). Provides employees with information and eligibility criteria regarding FMLA/CFRA, SDI, CPFL and company leave programs.
- Assists Benefits Manager with annual employee information presentations and enrollments for Open Enrollment.
- Review and complete EDD notices (State Disability Insurance (SDI) & Paid Family Leave (PFL)).
- Process monthly premiums statements for all group insurance policies.
- Resolves administrative problems or discrepancies with the location administrators and Bookkeepers with third party benefits administrator.
- Assists Benefits Manager with the implementation and promotion of the wellness programs.
- Working within tight deadlines, process benefit information received from site locations in ADP payroll program, review for accuracy and plan compliance before processing. Assists payroll office in researching benefit issues and works to resolution.
- Works in conjunction with the Director of Safety and Emergency Procedures to manage the Chancery Safety Committee.
- Promotes and effectively manages the Wellness Champions Program with the locations that participate in the program.
- Serves as the location administrator for the Chancery and its employees.
- Enters all employee benefit transactions into ADP Workforce Now

- Coordinates the flu shot program for the Chancery on an annual basis.
- Processes all Qualified Life Events for benefit issues working with the third party administrators and site administrators. Includes reviewing proper documentation, approving the changes and add payroll deduction changes.
- Correspond with site administration to notify them of benefit changes and to request proper documentation for backup.
- Works with outside vendor regarding employee retirement issues. Researching or making inquiries on behalf of the employee or the vendor. Review monthly retirement bank statements and process all requested retirement paperwork from the vendor on a daily basis ensuring accuracy and correctness for retired employee.
- Compiles all report for the pension census surveys for the Chancery and effectively manages the distribution of the annual pension statements
- Assists Benefits Manager with workers compensation program, claims monitoring or filing, follow-up with insurance companies, return-to-work programs, OSHA reporting for Archdiocese, coordinates safety committees with location administrators and maintains required documents to ensure compliance with all health and safety issues.
- Participate in various special projects regarding new benefit plans, design, cost analysis and assist the Benefits Manager in consulting with other departments within the Archdiocese on various benefit issues.
- 403(B) management by signing off on old plans for rollovers. Reactivate employees who has terminated record. Run reports to check if termination of loan request has been submitted.
- Other duties as required.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business, Finance or related field, or equivalent work experience preferred.
- Minimum of five (5) years of employee benefits administration required with leave administration and Workers Compensation benefits preferred.
- Demonstrated working knowledge of Federal and State laws and programs including, but not limited to FMLA, California PFL/SDI, as well as San Francisco, San Mateo and Marin County ordinances and leaves, as well as San Francisco HCSO program, COBRA, ERISA, and HIPAA.
- Previous risk management and safety experience is preferred.
- Strong verbal and written communication skills. Demonstrated strong customer service orientation in all interactions both with internal and external individuals.
- Advanced proficiency and experience with Microsoft Office (Word, Excel, PowerPoint, Outlook) required.
- Must have demonstrated ability to work independently in a dynamic office environment, including ability to handle multiple or changing priorities, and urgent requests.

- Demonstrated ability to maintain confidentiality, remain open to others' ideas and exhibit willingness to try new things.
- Attention to detail and accuracy, great follow-through, being reliable and credible is required.
- Demonstrated ability to identify and resolve problems in a timely manner. Ability to prioritize and plan work activities, use time efficiently and develop realistic action plans.
- Experience with integrated HR/Payroll systems desired, knowledge of ADP Workforce Now platform a plus.
- Practicing Catholic in good standing with the Church preferred.
- SHRM-CP/SPC certified is a plus

To Apply:

Please submit cover letter, resume and a completed application to Christine Escobar, Human Resources Manager at the Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109 or email: escobarc@sfarch.org

STATEMENT OF NON-DISCRIMINATION

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, will consider for employment qualified applicants with criminal history.