



Job Description

Job Title: Benefits & Leaves Administrator

Department: Human Resources

Supervisor: Human Resources Director

Status: Exempt

FTE: 1.00

SALARY GRADE: 105

Solid Ground envisions a community beyond poverty and oppression where all people have an equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration, and a social justice approach to supporting people to build well-being so that they can fully contribute to society, now and into the future. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency, and to encourage staff to fully engage in those activities.

Job Summary: The Benefits & Leave Administrator position is responsible for full cycle benefit and leave administration, accommodations, and L&I. Coordinates the support for all leave of absence cases and workers' compensation claims. Effectively coordinates all cases/claims to include general administration, comprehensive case management and program compliance with the Family and Medical Leave Act and all related employment laws. Provides project management support for special assignments and initiatives. Maintains data integrity for HR/Payroll processes in Paycom. This position requires strong problem-solving, data analytics skills, collaboration, and organizational skills, and supporting a union environment.

Essential Responsibilities, Duties & Tasks:

25% **Benefits Administration:** Effectively administer all benefits programs including but not limited to 401(k), health and welfare plans, COBRA, wellness programs and voluntary benefits. Respond to employee questions including but not limited to plan eligibility, life event changes and wellness events. Orient new hires and educate current employees on

benefits. Inform employees of changes and developments related to benefits including eligibility, coverage, and provisions. Conduct vendor and HRIS audits to ensure accuracy of benefit records. Maintain and facilitates ACA Reporting and year-round local, state, and federal compliance matters for health and welfare plans, including 5500 filings, Non-Discrimination testing and all other compliance related filings. Oversee annual open enrollment processes and new employee benefits enrollment to ensure all critical tasks are completed, employee communication is timely, and deliverables are executed. Maintain knowledge of trends, developments, and best practices in benefits administration.

Keeps informed of collective bargaining agreement provisions to aid with benefit or leave related matters. Facilitates required benefit-related rate updates within the HRIS system to ensure accuracy and compliance with benefit calculations. Collaborates with Payroll team on benefit-related changes, or updates, as needed.

Maintains 401(k) Plan administration by supporting plan non-discrimination testing, annual audit, financial statements, Form 5500 preparation, and filing. Ensures accurate and timely processing of employee and employer 401k contributions. Supports annual 401(k) audits by providing records and documentation to auditors. Independently researches issues, gather data, and advise on findings.

25% **Leaves Administration:** Maintains the full cycle leave administration processes including Parental Leave, FMLA, Paid Family & Medical Leave (PFML), Workers Compensation, personal leave, and other types of company approved leave. Will also work with medical accommodations and return-to-work processes. Partner closely with Payroll and third-party vendors to administer the programs. Support Leave requests, providing employees guidance and procedures on how to navigate full cycle of Leave from initiation to return to work. Oversee tracking, documentation, and timely responses for active leave of absences and incoming requests. Work closely with managers to support employees who go on leave. Arrange approval of employee leaves to properly track in the system. Coordinate with the Payroll & Finance Systems team to ensure pay and use of PTO (or other leave codes) is reflective of the actual leave schedule and collaborate on the true-up and reconciliation process when the employee returns to work. Field and answer leave related questions about state and federal regulations, healthcare plans, and Americans with Disabilities Act (ADA) related inquiries. Liaison between departments and vendors on Workers Compensation related inquiries. Assist employees with Short-Term and Long-Term Disabilities inquiries.

25% **HRIS:** Maintains data integrity for HR/Payroll processes in Paycom. Enters new hires and all employee changes into Paycom each pay period. Manages requirements, generates queries, and creates reports and technical solutions to meet business needs. Leverages software expertise to improve business process efficiency. Troubleshoots technical and data issues.

- 10% **Compliance Reporting:** Annual reporting for EEO1, OSHA, ACA, 5500, MVR, (Motor Vehicle Reports) and unemployment claims. Attend unemployment hearings when applicable.
- 5% **Policy & Procedures:** Provide HR policy/union contract interpretation and procedural guidance. Maintain knowledge of legal requirements related to day-to-day management of employees. Assist employees and supervisors with resolving employment related issues with a strong emphasis on maintaining positive interpersonal relations and problem-solving informed by anti-racist principles and trauma informed care.
- 5% **Labor Relations:** Participate in labor management meetings and provide support and data with union negotiations. Send monthly union rosters to the unions.
- 5% **Other Duties as Assigned**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education and Experience:

Requires the following:

- a) Five years of experience working in Benefits, Leave and/or Total Rewards with strong knowledge of health and welfare plans, retirement plans, COBRA and leave of absence. Preferably in a union environment.
- b) Bachelor's degree in human resource management, or related field.
- c) CEBS/CBP/PHR certification or advanced training in benefits and/or leave management are great plus.

Desired qualification: PHR or SPHR certification

Minimum Qualifications:

- Strong knowledge of benefits-related legislation, compliance, and regulations.
- Strong analytical skills including an advanced level ability in Excel.
- Advanced knowledge of Microsoft 365
- Experience with HRIS & Timekeeping administration preferably with Paycom.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Working knowledge and experience in multiple HR functions and procedures (pay and benefits, compensation, labor law and employment best practices, HR systems, training, performance management, employee relations, change management)
- Experience working or volunteering in a non-profit
- Excellent communication skills, both oral and written
- Good organization and presentation skills
- Excellent customer service skills
- Ability to maintain confidentiality
- Excellent organizational abilities, initiative, and attention to detail
- Strong record keeping skills; ability to maintain accurate files and databases
- Ability to work individually in a self-directed manner and as part of a team in group projects.

- Ability to take general direction and apply it to specific circumstances as the situation requires
- Willingness and ability to work with people from a variety of racial, cultural, educational and economic backgrounds with various lifestyles
- Experience working with multiple labor unions helpful or some knowledge of labor relations.
- Knowledge of Employment laws and regulations
- Travel to offsite Solid Ground locations is required, must have a form of reliable transportation.

Physical Demands/Working Conditions: This is a hybrid position, works on site two days a week at two different locations in Seattle. Employees in this position perform general office duties. Spends 50% of their time working on the computer and 50% of their time answering phone, copying, filing, reports, meetings, and mail. Occasional outside meetings or training. May lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 10 pounds seldom, 1-5 pounds frequently. Must be able to sit/stand as needed. Stairs not required. Must be able to travel to offsite Solid Ground locations.

Hours & Compensations: This is a full-time exempt position annual salary starting at \$77,968.80 plus benefits. Salary range \$77,968.80 - \$99,662.00. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.