

**JOB DESCRIPTION**

<b>Position Title:</b>	Senior Human Resources Generalist & Benefits Administrator
<b>Department:</b>	(14) Human Resources
<b>FLSA Class:</b>	Exempt (Administrative)
<b>Job Type:</b>	Full Time
<b>Standard Week:</b>	40-Hours
<b>Report To:</b>	Director of Human Resources
<b>Hiring Range:</b>	\$65,000 - \$93,000 (annual compensation)

**Job Description:** administer and serve as the primary point of contact regarding all aspects of the firm's benefits and leave of absence programs. Interact with Brokers and Carriers to convey necessary information to support requests for service and represent the interests of the employees when necessary. Serve as the liaison when there is a need to convey, distribute, or explain information to the management team and/or the staff. Work in collaboration with the Director to ensure the firm is in compliance with all applicable federal, state, and local labor laws. Conduct internal reviews to address concerns, offer training to ensure a safe work environment, and evaluate accommodation needs to ensure the firm can provide a work environment for employees to succeed in their roles. Work in conjunction with the Director to ensure that the department operates effectively and efficiently across the entire spectrum of human resources. Perform work in all human resources generalist functions to provide a full and comprehensive range of services to support the business needs of the firm, as well as providing support to the management team and the employees.

**Job Duties****Benefits Administration**

- Annual Open Enrollment – manage, coordinate, and implement the firm's annual open enrollment: to include working with the brokers and carriers to finalize benefit plans; communicating with staff; completing the ACA requirements to ensure compliance; finalizing enrollments for all participants; and completing all required documentation.
- In-Year Changes – review and implement eligibility based changes to benefits coverage; assist employees making changes to coverage; process changes through the carriers' benefits system.
- COBRA Administration – cancel coverage for employees separating from the firm; send cancellation information to Corporate Accounting to provide documentation to support changes made to payroll; provide COBRA packages to employees upon separation; coordinate COBRA enrollment with the third party administrator of COBRA Healthcare Benefits; and coordinate and administer enrollment in the COBRA Dental Benefits.
- ACA Reporting – audit and maintain the ACA tracking report used to produce the 1095-C Reports sent out by Corporate Accounting as part of the W-2 Package.

- Time Off System – enter In-Year Accruals and Carryover Balances; make adjustments to records as requested; monitor floating holidays and vacation balances; process vacation and sick time carryovers; coordinate the carryover exception review; and produce and collect Accrual Carryover Confirmation Letters.

### **Leaves Administration**

- Disability – administer the firm’s short-term disability program to include: completing in-take meetings with employees; reviewing benefits eligibility; develop a compensation plan; submitting a claim to the carrier; monitoring the progression of each case; coordinating the return to work; and closing the claim with the carrier.
- Worker’s Compensation - administer the firm’s worker’s compensation program to include: completing in-take meetings with employees; reviewing benefits eligibility; develop a compensation plan; submitting a claim to the carrier; monitoring the progression of each case; coordinating the return to work; and closing the claim with the carrier. In addition, coordinate with Operations and Facilities to review the workplace injury to determine if corrective action is required to eliminate the exposure and/or risk in the future.
- Family Medical Leave (FMLA) – administer the firm’s FMLA program to ensure compliance. This includes: review of eligibility; develop a plan to apply this benefit in coordination with other leave of absence programs or independently to meet the needs of the employee; coordinate the certification and documentation process; track and monitor the use of FMLA throughout the leave of absence; close the leave and coordinate with Corporate Accounting to return the employee to the payroll, if necessary.
- New York State Paid Family Leave (NYS-PFL) – administer the firm’s NYS-PFL program. This includes: review of eligibility; communicating the compensation benefits available; developing a compensation plan to coordinate benefits received from the carrier and the availability of accrued time to supplement the compensation received; coordinate the certification and documentation process; track and monitor the leave; coordinate the employee’s submission of claims to the carrier; coordinate with Corporate Accounting to ensure the firm’s compensation is accurate throughout the leave of absence; and closing the case with the carrier.
- Miscellaneous Leaves of Absence – coordinate and administer other types of leaves of absence as needed to include: Unpaid Personal Leave, Bereavement, Release Time for business functions, community/volunteer functions, and civil functions.

### **Compliance**

- New York State Harassment Prevention Policy and Training – coordinate with the Director to review and modify any changes made by the state to the policies and procedures; coordinate and document the firm’s completion of the state’s mandatory annual training; and coordinate and document that the firm’s new hires have completed their mandatory training in a timely manner.

- Internal Investigations – based on employee complaints and/or expressions of concern, work in conjunction with the Director of Human Resources to conduct all phases of the internal investigation; document findings and present recommendations to resolve the matter.
- Labor Posters – conduct research to identify changes to federal, state, and/or local Labor Poster requirements; coordinate with the Service Provider to ensure the firm receives updates; modify Labor Posters when in-year changes are made; update the Labor Posters in the headquarters facility, and coordinate with all branch offices to ensure new posters are properly displayed.
- Branch Offices & Remote Workers – conduct research and identify state labor law requirements for the firm to operate in the state; communicate changes to labor laws; coordinate with the Director to develop new policies and procedures to maintain compliance; and communicate changes to the employees in the branch office and/or the location of the remote workers and any other departments where the changes will have an impact on their services.
- ADA Administration - research all of the requirements to ensure the firm administers requests for accommodations appropriately. Work with employees and managers to gather the necessary information to evaluate requests for accommodation. Work in conjunction with the Director and EMT to develop recommendations for potential accommodations to address qualifying disability situations.

#### **Human Resources Generalist**

- New Hire On-Boarding – collaborate with the Director to administer and complete conditional on-boarding and departmental on-boarding.
- Employment Separations – administer and coordinate all steps in the process to ensure all federal and state requirements are met; this includes communications, COBRA, benefit portability, accruals, unemployment, and all reporting.
- Pandemic Administration – monitor and apply all federal, state, and local regulations and guidelines; manage all COVID cases based on the guidelines; clear employees to return to the office; and update and track case management reports.
- Employee Relations – meet with employees and/or managers to understand their concerns; develop plans to address their concerns; meet with all stakeholders to develop a solution; develop recommendations; document the case; communicate to upper management or the Executive Management Team (EMT) as appropriate.
- Policy Administration – in conjunction with the Director of Human Resources, develop new policies and procedures or modify existing policies and procedures to ensure the firm remains in compliance as well as supporting the business needs of the firm.
- Miscellaneous HR Operations – periodically work on employee recognition, audits, unemployment cases, government surveys, special projects, internal committees, attend legal briefings and represent the firm at HRATT.

**Required Qualifications:**

- Bachelor's Degree or the equivalent in training and experience.
- A minimum of 5-7 years of experience working as a Human Resources Generalist.
- Knowledge of and experience working with Employee Benefits, Leave of Absence Programs, Labor Law Compliance, and a comprehensive range of HR Generalist areas.
- Experience working in a multi-state structure that requires providing Human Resources service and support to branch offices and remote workers is preferred.
- Demonstrated ability to work with personal and sensitive information and maintain strict confidentiality.
- Strong interpersonal skills and an effective communicator.
- Strong organizational skills and the ability to manage multiple assignments effectively.
- Attention to detail and the ability to prepare written communications and reports for a variety of users.
- Strong technical skills to include Microsoft Office Desktop Applications, Outlook, Video Conferencing, and Database Information Systems.

**Equipment, Software and Materials Used:**

- Outlook (Mail and Calendar)
- Microsoft Office Desktop Applications (Word, Excel, PowerPoint)
- Video Conferencing (Go-To-Meeting, Zoom)
- Database Information Systems (Employee Records, Time Off System)