

Kalamazoo Regional Educational Services Agency

Benefits Specialist (103)

JOB POSTING

Job Details

<i>Title</i>	Benefits Specialist
<i>Posting ID</i>	103
<i>Description</i>	Division: Human Resource
	Position Type:
	12-Month
	M-F 7:30-4:30
	(Salary: \$64,151.75 - \$95,092.06)

Summary

The Benefits Specialist will play a pivotal role in overseeing various aspects of human resources with a primary focus on benefits administration, open enrollment oversight, wellness programs, FMLA and other leaves of absence, ADA accommodation requests, and workers' compensation. The position will collaborate closely with leadership, employees, and external stakeholders to ensure compliance, efficiency, and a positive employee experience.

Essential Duties and Responsibilities:

- **Benefits Administration:** Manage all aspects of employee benefits programs, including health insurance, retirement plans and other supplemental benefits. Collaborate with benefit providers and when necessary, brokers, to ensure accurate enrollment, changes, terminations, and billing. Address escalated employee inquiries regarding benefits eligibility, coverage, and claims.
- **Open Enrollment:** Plan, organize and execute annual open enrollment processes. Develop communication strategies to educate employees about available benefits options. Collaborate with vendors to update plan offerings and ensure compliance with regulatory requirements.
- **Wellness Program Management:** Design, implement, and evaluate employee wellness initiatives aimed at promoting health and well-being. Coordinate wellness events, workshops, and activities. Analyze program effectiveness and adjust strategies as needed to drive engagement and positive outcomes. Work to establish a culture of care for all staff.
- **FMLA and Leaves of Absence:** Serve as primary point of contact and expertise for employees requesting FMLA and other leaves of absence. Ensure compliance with FMLA regulations and company policies throughout the leave process. Provide guidance and support to managers and employees regarding leave eligibility, documentation requirements, and return-to-work procedures. Utilize time and attendance system to properly manage employee leave and work closely with payroll department to ensure accurate pay.
- **ADA Accommodation Requests:** Review and process requests for reasonable accommodations under the American with Disabilities Act (ADA). Engage in interactive discussions with employees and managers to identify appropriate accommodations. Maintain documentation of accommodation requests and outcomes in accordance with legal requirements.
- **Workers' Compensation:** Oversee the administration of workers' compensation claims from initial reporting to resolution. Monitor claims costs, trends, and outcomes to identify opportunities for process improvement. Ensure administrators are trained in how to report and respond to workplace injuries or illnesses. Work with designated health professionals to cover locations' needs and to provide quality care.

Minimum Skills and Education Required:

- Bachelor's degree in Human Resources, Business Administration, or a related field.

- Minimum 3-5 years of progressive experience in human resources with a focus on benefits administration and employee leave management.
- Thorough knowledge of relevant federal and state regulations, including FMLA, ADA, and workers' compensation laws.
- Experience in the connection of leave management to payroll processes.
- Above average proficiency in Microsoft Office Suite with particular emphasis on Microsoft Excel and data analytics.
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Demonstrated ability to effectively prioritize tasks and manage multiple projects simultaneously.
- Commitment to maintaining confidentiality and handling sensitive information with discretion.

Preferred Skills and Education:

HR-related certification is highly desirable but not required. Preference given to benefits/leave related certifications.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

Office environment with little exposure to excessive noise. Often involved in stressful situations. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the district.

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Auxiliary aids and services are available upon request to individuals.**

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Shift Type
Salary Range
Location

Regular
Per Year
SERVICE CENTER

Applications Accepted

Start Date **02/26/2024**
End Date **03/25/2024**

Job Contact

<i>Name</i>	Hiring Manager	<i>Title</i>	
<i>Email</i>		<i>Phone</i>	269-250-9200