

Job Description

Company Name: Liv Communities, LLC

Job Title: Human Resources Benefits Specialist

Primary Purpose of Position:

To assist team members with benefits enrollment and administration, including medical, dental, life, disability, 401(k), flexible spending or saving, paid time off, PTO exchange, rapid!OnDemand, FMLA/leaves of absence, OSHA, and workers compensation.

Why, Promise, and Values:

Support Liv Communities' Why, Promise, and Values. Incorporate the *Liv Values* into strategy, daily decision making and relationships.

Duties and Responsibilities:

Workforce Planning and Employment

- Completes necessary portions of the team member life cycle involving benefits administration. Provides back-up support for the onboarding, change, and offboarding processes, using our HRIS system.
- Oversees, manages, and audits HR-related records within the HRIS system.

Organizational and Employee Development

- Conducts benefits orientations as needed, both virtually and in person, explaining the self-enrollment process through our HRIS system.
- Ensures timely distribution of required employee benefits notices and provides follow-up communication.
- Informs and supports team members through Open Enrollment and Life Events processes.
- Oversees and manages the entire Employee File Management process through our HRIS system.
- Performs quarterly team member file audits, review audits, and LMS completion audits to assure accuracy in reporting.

Total Rewards

- Processes team member Life Events enrollment, Open Enrollment, declination process, and medical support orders for Liv's various benefit offerings, including medical, dental, life, disability, 401(k), flexible spending or savings, paid time off, PTO exchange, rapid!OnDemand, FMLA/leaves of absence, OSHA, and workers compensation.
- Monitors and audits benefit enrollment data, including dependent eligibility.
- Resolves administrative problems with broker or carrier representatives.
- Serves as a resource for team member inquiries on 401k or other benefits related to plan provisions, benefit enrollments, status changes, and other general inquiries, coordinating communications between carriers and brokers as needed.

- Manages the annual 401k catch-up contribution process.
- Oversees and resolves questions or issues related to the COBRA processes.

Employee Relations

- Assists in various initiatives including team member culture or satisfaction surveys, focus groups, or subsequent action plans.
- Assists the HR Business Partner with employee relations tracking and related necessary documents.

Risk Management

- Enters work-related incident reports for all communities, assisting the HR team with coordinating workers' compensation claims with the third-party administrator.
- Assists with OSHA recording and workers compensation administration and recordkeeping.
- Assists with annual 5500 filings.
- Assists with unemployment claim processing and responses.
- Assists with management of all leave-of-absence requests and disability paperwork: medical, personal, disability, and FMLA.

Job Qualifications/Competencies:

- High school diploma or GED
- Prior experience in employee benefits administration desired.
- SHRM-CP or PHR professional designations preferred.
- Direct or related HRIS experience a plus.
- 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.
- Bi-lingual in Spanish a plus.

Job Expectations:

- Regular travel to various communities in the specified region required.
- Occasional travel out of the region.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.