HR Generalist - Benefits

SCNM is a school of medicine and health sciences grounded in naturopathic principles. Dedicated to the ideal that everyone deserves high quality health care, we engage students in rigorous innovative academic programs, discover and expand knowledge, and empower individuals and communities to achieve optimal health. Naturopathic physicians diagnose, treat, and help prevent diseases using a system of practice that is based on the natural healing capacity of individuals. In addition to the medical college, SCNM operates a medical center onsite. Located in Tempe, Arizona, the overall environment is vibrant and dynamic, with passionate students, staff and faculty.

POSITION PURPOSE:

Perform all HR Generalist duties with emphasis in benefits and retirement. Provide administration of group benefit programs (group health, dental, vision, 401(k), short-term and long-term disability, life insurance, accidental death and dismemberment and corporate wellness plans). Provide support in the delivery of the benefits program, leave management, retirement plan, new employee orientation, and compliance and policy development.

Provide HR operational and project management support. Expertise in HR such as employee relations, recruitment, training, employment law, compensation, HR systems, etc. Resolve HR related issues impacting the work environment. Fostering close relationships with the internal team to gauge client needs of new wellness product concepts. Work closely with employees to build and implement successful employee engagement and wellness initiatives. Advises and consults on employee and human resources issues, policy, practices and compliance with state and federal regulations.

DUTIES AND RESPONSIBILITIES:

- Participate in identifying best practices related to employee benefits and employee health and wellness initiatives
- Manage and administer employee benefit programs including life, disability, health plans, 401K and FMLA
- Comply with the provisions of COBRA, HIPPA, and ERISA and prepare reports with state and federal agencies.
- Coordinate benefits, including benefit enrollment notifications, auditing benefit premium and retirement plan invoices, maintain and distribute information packets and assist with benefit related problem resolution.
- Continuously improve employee benefit programs.
- Assist with annual human resource census and obtain quotes from health insurance and benefit providers.
- Assist with administration & management of the benefit plan renewal process.
- Perform open enrollment activities including hosting and facilitating employee meetings, communicating with vendors and collecting all necessary documents.
- Investigate discrepancies and provide information in non-routine situations.
- Maintain HR intranet benefit content and assist with the development and revisions of other benefits and HR-related communications.
- Assist in the development of strategic planning for the Health & Wellness program. Participate in SCNM’s Health & Wellness Committed.
- Prepare materials necessary to communicate wellness initiatives using tools, templates, and branding standards in place.
- Assist with new hire orientations for all new employees, data entry for new hires, employee wage and status changes in payroll and human resources systems.
Administer leave of absences in accordance with all state/federal laws and ensure compliance with company policies.

Data entry into a variety of systems, including ADP (HRIS), benefit carrier websites, spreadsheets, and various HR programs.

Create spreadsheets, organize data, provide analysis, audit and reconcile HR information; prepare and format letters, mailings, presentations, reports, graphs and flow charts.

Set-up and verify garnishment and tax levies; process direct deposit requests and monitor status of electronic funds transmissions.

Request manual payroll checks as necessary for the purpose of correcting payroll discrepancies or issuance of final paychecks.

Create and modify reports, including ad-hoc reports from ADP using advanced Excel tools.

Coordinate disability insurance and claims.

Initiate medical, affidavits and any other pertinent forms; arrange for their completion and submission within established time limits.

Monitor eligibility for 401(k) enrollment; process loan documents and plan withdrawals for current and terminated employees.

Prepare documents and reports with pertinent information related for the preparation of the Annual Form 5500 submitting all documents for approval.

Assist in various HR processes such as policy development and interpretation.

Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience in best known practices in the benefits and wellness industry
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Ability to work in a team structured environment
- Ability to maintain a high level of integrity and confidentiality
- Strong analytical skills and a thorough knowledge of benefit plan designs
- Knowledge and understanding of all pertinent federal and state regulations, compliance requirements affecting employee benefit programs, including ERISA, COBRA, FMLA, ADA, PPACA (Patient Protection Affordable Care Act), SECTION 125, Workers Compensation, Medicare, and DOL requirements
- Effectively multi-task in a busy and demanding environment; detail-oriented with strong organizational and reconciliation skills
- Understanding of wellness principles and fundamentals highly preferred

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor’s degree in Human Resources, Business or related field, AND two (2) years of professional human resources experience; proficient in the areas of federal HR laws, regulations, programs, policies and practices.
- OR, Six (6) years of progressively responsible HR experience;
- OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Proficiency with MS Office products including Word, Excel, PowerPoint, Outlook; HRIS systems, ADP

SCNM is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status.

SCNM is a Smoke-Free campus.

** Once an offer is accepted, all external applicants are subject to a pre-employment drug screen and background check. Offers of employment shall be contingent upon successful completion of the drug testing and background check process.