



ARKEMA INC. - SENIOR HEALTH & WELFARE BENEFITS ANALYST

SITUATION IN ORGANIZATION

The Sr. Health and Welfare (H&W) Benefits Analyst reports to the Manager, Health & Welfare Benefits. This position does not have any direct reports and will collaborate with other members of the Total Rewards Team to accomplish joint goals, including working with the Sr. Retirement Benefits Analyst to achieve desired outcomes in areas that have shared objectives, such as financial wellness, communications, and systems and reporting.

JOB DIMENSIONS

In summary - this role:

- Provides professional support of Arkema's Health & Welfare (H&W) & Wellness benefit programs, and associated HRMS/SAP payroll activities, covering Arkema Inc. and affiliate employees and retirees in the United States (over 3,700 employees and 200 retirees).
- Is the subject matter expert on the Company's leave and ACA reporting programs, including relationship with third party administrators.
- Analyzes total reward programs and makes recommendations to support Human Resources strategy and Company initiatives.
- Ensures compliance with governmental regulations (ERISA, Department of Labor, IRS, and ACA), benefit plan document provisions, and corporate/departmental policies, and operates in an environment of strong internal controls.

KEY ACTIVITIES AND RESPONSIBILITIES

Health & Welfare Benefits Responsibilities, including:

- Makes recommendations to support Health & Welfare Benefits strategy and Company initiatives.
- Answers H&W benefit questions from corporate and site HR business partners/administrators, employees, retirees, and beneficiaries in a timely and accurate manner. Interacts with vendor service teams (including Morneau Shepell (MS) Administration and Mercer Consulting and health & welfare benefit vendors) to resolve day-to-day issues
- Supports all aspects of annual Open Enrollment including review of MS administrative documents, testing of Open Enrollment portal, responding to employee and HR business partner/administrator questions, and review of communications.
- Works on special projects, such as acquisitions and divestitures, and assists with implementing new vendors and/or changed requirements of current vendors.
- Responsible for timely and accurate processing of weekly feeds to/from SAP HRMS and administrator to reflect correct employee demographics and payroll deductions, including resolving issues. Processes corrections to H&W and wellness incentive deductions in SAP as needed.



- Processes Qualified Medical Support Orders (QMSCO's), including communications with all parties involved.
- Processes benefit verifications, assuring response to government agencies regarding benefit verifications from the courts, recovery services and requests for Coordination of Benefit (COB) information, loss of coverage, verification of benefits for Medicare and any state disability request.
- Handles biweekly Flexible Spending and Health Savings Accounts funding, ensuring that file errors are resolved, accounts are funded timely and accurately.
- Investigates reasons for errors/issues and performs root cause analysis to determine why the differences occur and suggests solutions to prevent future issues.
- Assists with periodic update to Online Total Rewards Statements.

Wellness Benefits Program Responsibilities, including:

- Assists with all phases of the Company's Wellness Matters program, including promotion of program.
- Oversees the Wellness Champion Network, including their recruitment, coordination of budget and spending, and responding to questions.
- Assists with the Wellness Matters Program design, portal configuration, testing, implementation, employee communications and responding to site HR business partners/administrator, Wellness Champion and employee questions.
- Manages the Company's On Site Biometrics program, including coordination with the vendor and site contacts.

Leave Programs Responsibilities (FMLA, Short- and Long-Term Disability, Parental and other Leaves), including:

- Subject matter expert for all aspects of the Company's leave programs
- Oversees relationship with leave administrator and assures administration is consistent with Company policy and regulations.
- Assures processes covering role of employee, site HR business partner/administrator, corporate benefits and leave administrator are documented, maintained, and communicated. Provides training and guidance to site HR business partner/administrators.
- Manages leave administration for about 700 King of Prussia employees, including coordination with the leave administrator, answering employee and HR business partner/administrator questions, and assures timely and accurate update of leave status in SAP.

Affordable Care Act Reporting (ACA) Responsibilities, including:

- Subject matter expert for all aspects of ACA Reporting to employees and IRS.
- Oversees relationship with ACA reporting administrator (Equifax).
- Expert in use of the Equifax ACAMP online tool to validate data and correct any errors that occur on an ongoing basis; review and implement new tool enhancements; test and produce all required files; oversee file production by Morneau Shepell Administration.
- Responds to employee questions regarding the forms.

Benefits Invoicing Responsibilities, including:



- Develops and processes annual purchase orders, and audits and processes health & welfare invoices.
- Updates benefit spreadsheets.
- Resolves issues with Finance, vendors and administrators.

HR Information Management Systems (HRMS) responsibilities, including:

- Subject Matter Expert for SAP HRMS – Responsible to identify problems or needed enhancements on behalf of H&W and wellness benefits, leave and ACA programs. Develops reports, performs testing and root cause analysis and resolution.
- Program Integrity – Makes recommendations to assure the overall programming integrity of SAP HRMS as it relates to H&W and Wellness benefits, leave and ACA programs and associated HRMS reporting. Responsible to work with third party administrators to suggest and implement system improvements.
- Maintains current document libraries on ANNA for employees, and SharePoint for site HR business partner/administrator reference.
- Partners with department colleagues to design specific and/or multi-functional reports to facilitate efficiency and consistency in Total Rewards' information gathering and metrics reporting.

Talent & Team Support responsibilities, including:

- Responsible for training designated team members for backup support in key processes and may be responsible for mentoring/educating interns and/or other colleagues on various health & welfare processes and topics.

CONTEXT AND ENVIRONMENT

- Little to no travel expected
- Operates in an environment of time sensitive business cycles and need to adhere to critical deadlines
- Supports the site HES policy and complies with all regulatory and internal requirements
- Participates in HES activities provided by site management and Arkema Inc. (e.g., Behavioral Base Safety, SafeStart, etc.)
- Supports and promotes the reporting of all health, safety, environmental, near-miss, accident or injury incidents

REQUIRED EDUCATION/QUALIFICATIONS /WORK EXPERIENCE

- Bachelor's Degree in HR, Risk Management, Business or related field, or equivalent experience.
- 5 - 8 years of Health & Welfare benefits experience in an analyst capacity required
- 3 – 5 years of leave program administration experience preferred
- SAP or similar HRMS experience required, including the ability to design and run reports.
- Required to possess a deep understanding of ERISA, IRS, DOL and ACA regulations.
- Strong Microsoft Office skills in particular Excel skills, Word and Power point presentations.



DEMONSTRATED COMPETENCIES

- Strong organizational, analytical and prioritization skills and the ability to multi-task. Especially important to meet timeliness requirements of bi-weekly payroll and weekly benefit feeds.
- Strong interpersonal and communication skills with the ability to successfully interact with active and retired employees across a variety of levels, including executives, HR business partners/administrators, and vendors; oscillates easily between high level and details depending on the audience
- Maintains confidentiality of sensitive information
- Strong customer orientation and service minded skillset required
- Ability to work independently and interact effectively in a hands-on environment is required
- Attention to detail and process-orientation is critical.
- Participates independently with Leadership - minimal to moderate support from management, pending newness
- Able to evaluate options and make appropriate decisions; Seeks counsel from management on more complex issues; Understands risks.
- Problem solver - Identifies root causes and provides solutions; Implements improvement ideas
- Maintains high expectations for self; accepts feedback and addresses performance issues quickly
- Willingly shares knowledge across team and mentors others. Shows willingness in training peers and less experienced team members.

HOW TO APPLY FOR POSITION

Please use the link below to apply for the position:

https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=30967&company=ARKEMA&use_rname=