

**DRINKER BIDDLE & REATH LLP**  
**SENIOR BENEFITS ANALYST**  
**JOB POSTING**

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| <b>JOB TITLE:</b> Senior Benefits Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>STATUS:</b> Non-Exempt         |
| <b>REPORTS TO:</b> Director, Benefits & HRIS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>LOCATION:</b> Philadelphia, PA |
| <p><b>SUMMARY:</b></p> <p>We are seeking a <b>Senior Benefits Analyst</b> to join our team. Based in our Philadelphia office, the Senior Benefits Analyst is responsible for the analysis and administration of all employee benefits programs including ownership of annual benefits renewal and open enrollment processes and employee communications. This role is also responsible for ensuring the human resources information system (HRIS) is maintained and the appropriate people are trained to use the system effectively in addition to leveraging the system to increase the operational efficiency of the HR department.</p> <p>In accordance with the Firm's Client Service Initiatives, the Senior Benefits Analyst must display good judgment and have effective interpersonal communications; confidentiality and discretion are required consistently.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                   |
| <p><b>ESSENTIAL JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Manages the daily administration of various employee benefit plans including health, life, flexible spending accounts and disability insurance as well as leave of absence, workers compensation (L&amp;I) claims, and other additional benefits.</li> <li>• Proactively supports Director, Benefits &amp; HRIS on plan renewals, feedback on vendors, and communication of benefit plan design changes and new benefits plan design.</li> <li>• Evaluates Benefits policies to ensure that programs are market competitive and in compliance with legal requirements.</li> <li>• Stays abreast of regulatory changes and reviews plan documents and standard operating administrative procedures accordingly as needed.</li> <li>• Manages difficult, complex, and sensitive employee concerns with a high level of tact and diplomacy and utmost discretion.</li> <li>• Communicates and manages process improvements, vendor file issues and new reporting specifications to the HRIS and Benefits Team.</li> <li>• Responsible for Health and Welfare compliance fulfillment, including technical research and HIPAA compliance.</li> <li>• Maintains statistical data relative to premiums, claims, and costs of insurance plans.</li> <li>• Proactively works with the HRIS and Benefits team to resolve WorkDay and Benefits related issues including production testing and routine updates.</li> <li>• Organize various benefit historical data, correspondence, reports, and forms. Initiate record keeping and retrieval methods in compliance with government regulations.</li> <li>• Provides training, guidance, and mentorship to team members in an effort to address issues and develop a deeper understanding of the Benefits function.</li> </ul> <p><i>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p> |                                   |
| <p><b>KNOWLEDGE, SKILLS, AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent computer skills, including knowledge of Windows 10 and Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).</li> <li>• Strong knowledge and understanding of general benefits administration, including common state and federal regulations surrounding FMLA, HIPAA, PPACA (ACA), ERISA and IRS regulations.</li> <li>• Demonstrated project management, organizational and time management skills to prioritize workloads and meet time-sensitive deadlines, while balancing multiple projects.</li> <li>• Ability to identify and solve problems, using both internal and external resources.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                   |

- Strong working knowledge of 401(k), Pension Plans, COBRA, HIPAA, ACA, flexible spending accounts, health savings accounts, medical, dental, life insurance and short- and long-term disability.
- Strong understanding of, and commitment to, data integrity of HRIS and payroll systems.
- Ability to work independently in an unstructured environment, think analytically and creatively.
- Ability to work well under pressure, meet deadlines and deal with multiple and changing priorities.
- Strong analysis and auditing skills.
- Excellent organizational skills with strong attention to detail.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Ability to maintain confidentiality.
- Familiarity with ERISA, HIPAA, COBRA, ACA, DOL, and IRS regulations.
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Ability to work with detailed information accurately and efficiently.
- Unbiased judgment, sound discretion, and openness to the views of others.
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism.
- Ability to interpret the firm's policies and/or procedures.
- Must be highly motivated, a self-starter who is able to juggle multiple projects simultaneously and successfully, many with tight deadlines.
- Candidate must be able to work well as part of a team as well as work independently.
- Candidate must quickly grasp the goals, service, culture and strategy of both the office and the firm overall.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Ability to work overtime as needed.
- Must be flexible to travel to all firm offices as needed.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelors degree required
  - Degree in Business Management, HR Management, or equivalent highly desired
- Minimum of 6 years benefits experience in a partially automated benefits management environment and in a benefits customer service/support role
- Law firm experience a plus
- Experience with Workday preferred
- Experience with self-insured medical plans desirable but not mandatory

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

**HOW TO APPLY:** Interested candidates should send a cover letter, including salary requirements, and resume to [human.resources@dbr.com](mailto:human.resources@dbr.com) referencing **Sr. Benefits Analyst** in the subject line. *Incomplete applications will not be considered.*