

JOB PROFILE SUMMARY

- Benefits Specialist
- This is a developmental job at the “first rung of a career ladder” that is intended to lead to the full performance level of work.
- Works in conjunction with the full performance Benefits Specialists and under the general supervision of the Manager, Benefits Department.
- Serves in the Benefits Department (Department) of the Office of Human Resources and Administrative Services (Office).

Administers day-to-day aspects of the Metropolitan Washington Airports Authority (Airports Authority) employee benefits and retirement programs including medical, dental, life insurance, long term disability, flexible spending, donated leave, family media leave, and defined benefit and defined contribution plans. May also assist with the administration of the wellness program and assist in advising management and employees on integration of disability programs with Family and Medical Leave Act (FMLA) provisions.

GENERAL RESPONSIBILITIES

- Advises employees, retirees and dependents (individually or in groups) on specific features of the Airports Authority's benefit programs.
- Describes plans or upcoming approved changes including coverage, costs, enrollment periods and other features of plans.
- Works to resolve on-going problems in coverage or administration by coordinating with employees, appropriate carriers or other Airports Authority staff.
- Assists in determining eligibility and providing financial estimates for current/prospective employees relating to their respective retirement program.
- Assists in administering the FMLA; determines FMLA eligibility of employees who need leave due to FMLA-qualifying absences; tracks FMLA leave balances.
- Prepares and produces a variety of benefits reports. Enters, reconciles and corrects data discrepancies in the Human Resources Information System (HRIS).
- Provides staff support to the Donated Leave Committee and the Wellness Committee. Assists in coordinating Open Season for the Donated Leave program; administers employee wellness programs and initiatives.

QUALIFICATIONS

- Three years of progressively responsible experience in human resources and/or benefits administration.
- General knowledge of benefits and retirement programs.
- Basic knowledge of Federal laws and regulations pertaining to HR and benefits in particular (such as FMLA).
- Ability to perform general analyses of data and information and make recommendations.
- Ability to speak and write effectively.

- Ability to establish and maintain effective relationships with applicants, employees, and the general public.
- Ability to use computer hardware and software, with an emphasis on spreadsheet software.

EDUCATION

- A Bachelor's Degree in Human Resources, Public Administration or related field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience, and training that totals four years.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the three years of work experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license.

NECESSARY SPECIAL FACTORS

- None