



Benefits Specialist

Closing Date: Until Filled

Classification: Non-exempt

Salary Range: \$36.31 - \$41.08 hourly (DOE)

PURPOSE:

The Benefits Specialist performs advanced benefits functions with a high level of confidentiality and independent judgment, ensuring operational and compliance excellence across the employee lifecycle. This position leads benefits and CalPERS administration, leave management, HR data and reporting.

NATURE OF WORK:

Benefits & CalPERS Administration:

- Administers health, vision, dental, EAP, flexible spending accounts, and ancillary plans; assists employees with benefit-related inquiries.
- Coordinates CalPERS enrollments, separations, and service credit adjustments in collaboration with Finance.
- Leads Open Enrollment planning and execution.
- Conducts new employee enrollments and benefits orientation
- Invoice reconciliation, validating and entering deductions.
- Administers CalPERS retirement plan 457(b) and enters deductions
- Ensures timely and accurate updates in HRIS systems, carrier portals, and CalPERS databases.
- Responsible for the tuition reimbursement program, including tracking participation, verifying eligibility, and maintaining required documentation.
- Conduct periodic audits of benefit records, enrollment data, and dependent eligibility to ensure accuracy, compliance, and plan integrity.
- Assist in ensuring compliance with federal and state benefits requirements including ACA, COBRA, HIPAA, and ERISA.

Leave of Absence / ADA / Workers' Compensation:

- Administers and tracks mandated leaves of absence, including but not limited to sending out required notices and tracking leave time for FMLA/CFRA/PDL and ADA accommodations.
- Documents leave compliance steps and ensures required notifications are produced and delivered timely.
- Coordinates benefits continuation, return-to-work processes, and workplace accommodations in collaboration with management and HR manager.
- Maintain confidential leave records in accordance with retention and privacy requirements including HIPAA.

HR Reporting & Workforce Analytics:

- Supports with HRIS migration project
- Supports with required audits and compliance requirements

PREFERRED SKILLS AND TECHNOLOGY EXPERIENCE:

- Bachelor's Degree required, preferred in HR, Business, Public Admin, Psychology, or related field.
- 5–7 years of Benefits administration experience required.
- Strong knowledge of California employment law and HR compliance standards
- Strong knowledge in benefits and leave management.
- CalPERS' experience strongly preferred.
- Proficiency in HRIS reporting and data interpretation; ADP experience preferred
- High-level communication and emotional intelligence skills.
- SHRM-CP/PHR or SHRM-SCP/SPHR strongly preferred.
- CEBS/CBP Certification strongly preferred but not required.

LICENSES / CLEARANCES:

- Background clearance required.

WORK ENVIRONMENT & CONDITIONS:

- Onsite during probation with potential limited flexibility based on business needs.
- May require occasional extended hours for urgent HR matters.

Physical Requirements & Travel:

- Ability to remain in a stationary position (seated or standing) for extended periods while working at a computer.
- Ability to move throughout the office to access files, attend meetings, and engage with staff and visitors.
- Ability to lift, push, pull, and carry up to 25–30 pounds occasionally (files, office supplies, equipment).
- Work performed in a professional office environment with standard and bright overhead lighting.
- Position is onsite five days a week
 - Local travel may be required within the WRC service area
 - Reasonable accommodations will be made for individuals with disabilities to perform essential job functions.

This summary is not intended to represent an exhaustive list of duties; additional responsibilities are determined as to meet the needs of the community we support*

WRC is an equal opportunity employer. Further, WRC will consider employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume to Sarah Reynoso at SarahER@Westsiderc.org and include the **Job Title** in the subject line of the email.

Hiring Manager initials: SR

Date: 07/15/2026