

Well-Being & Benefits Analyst I

Department: Well-Being & Benefits

Organizational Relationship: Reports to the Well-Being & Benefits Operations Manager

FLSA Status: Non-Exempt

Last Updated: April 24, 2024

General Summary:

The Well-Being & Benefits Analyst I is responsible for ensuring that benefits data and information is collected and managed in the firm's Human Resources Information System, and assisting the department with a variety of responsibilities relating to specific benefits projects to ensure the services, goals, and objectives of the department are being met. They are also responsible for assisting with the administration of existing benefit programs, and communicating with staff and attorneys who have questions or require information about various benefits and/or insurance.

Essential Duties and Responsibilities:

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Performs entry of benefits information into the Human Resources Information System, various excel tracking spreadsheets, and systems requiring appropriate judgment and a high level of accuracy
2. Ensures benefit elections are complete including, following up with participants to collect missing information, advising participants of approvals, denials, or requests for additional information with respect to medical underwriting requirements, requesting required supporting documentation, etc.
3. Proactively reaches out to participants and management when deadlines are approaching
4. Communicates enrollments/changes/terminations with insurance carriers and brokers
5. Provides members with termination/leaver notices
6. Electronically files all relevant participant information in secured database
7. Assists with all day-to-day tasks supporting the staff in the Well-Being and Benefits Department as assigned
8. Assists with responding to benefits-related questions from staff and attorneys at the firm
9. Prepares special reports; gathers and summarizes data as requested
10. .
11. Utilizes programs such as Excel, Word, and/or Outlook to file and track department records and documentation as requested
12. Provides assistance with various projects, assignments, and goals of the Well-Being & Benefits Department as different priorities and concerns arise

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13. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- High School Diploma or equivalent required
- Bachelor's degree or equivalent preferred

Work Experience

- A minimum of one years' related employee benefits administration experience required
- A minimum of two years' relevant administrative experience may be considered in lieu of employee benefits administration experience

Knowledge, Skills & Abilities

- Knowledge of the terms and conditions of all US health and welfare plans to ensure the proper administration by insurers and vendors
- Knowledge of benefits practices
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to perceive and analyze problems and develop alternative strategies to solve them
- Ability to develop knowledge of firm procedures
- Knowledge and proficiency with Human Resources Information Systems, preferably PeopleSoft
- Knowledge and proficiency in PC applications, including MS Office

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.