

<https://careers.dfwairport.com/jobs/8460806-benefit-specialist>

## Benefit Specialist

DFW Airport, TX, United States

Jan 24, 2022

### Job Overview

DFW International Airport Human Resources is looking for our next great Benefits Specialist. Under general direction of the Sr. Total Rewards Manager, you will be analyzing / administering our employee healthcare and benefit programs. This position works closely with our benefit consultants to prepare monthly and annual health and welfare budgets and works to ensure that we enable DFW Airport to attract and retain a diverse, inclusive, and talented workforce.

#### What you will be doing:

Administers the Board's healthcare programs. Includes determining healthcare plan eligibility, developing premium rates for retirees, Cobra, military, domestic partners, updating premium rate tables in PeopleSoft for active employees. Participates in the development of the healthcare budget. Monitors monthly reporting variances, manages vendor issues, consults with employees and carriers to resolve issues and advocates for the employee when appropriate. Presents healthcare information to new employees

Oversees performance and maintains relationships with various third-party administrators to ensure compliance with all policies, service level agreements, laws, and regulations and to ensure excellent customer service for all Airport employees.

Works closely with insurance vendors and consultants to monitor and analyze claims data and make recommendations to management based upon analysis.

Administers and maintains HRIS Benefits Administration module; runs event maintenance processes; researches and resolves error messages and open events; assists with open enrollment process by preparing the system for election entry, preparing the online forms, and generating and distributing confirmation statements.

Manages the validation of benefit data by overseeing the completion of benefit surveys, reconciliation of information for insurance billings, determines appropriate approach for providing government data reporting requirements such as census and ACA data, tracks stop loss payments, verifies healthcare and

retirement data on total reward statements, performs various data integrity checks and participates in FSA escheat and closeout processes.

Assists AVP of Total Rewards & HR Operations with the development of the HR health and welfare budget. Summarizes budget expenses, analyzes variances, and validates requests for payment.

What you need:

Bachelor's degree in business, human resources, or related field.

Five (5) years of experience in employee benefits administration, total rewards and/or human resources.

Experience working with PeopleSoft HRMS, including Benefits Administration is preferred.

Knowledge of current benefits administration principles and practices and pertinent federal, state, and local laws, codes, and regulations impacting benefits issues.

Any equivalent combination of education and/or experience may be substituted for the above on a year-for-year basis.

What we desire:

Certification in Human Resources or Benefits.

Proficient in Microsoft Excel and PowerPoint.

Ability to establish and maintain effective working relationships inside and outside the organization.

About Us

We are Dallas Fort Worth International (DFW) Airport—one of the most successful airports in the world by any definition. We're recognized for our innovation, leadership, drive for excellence and talented employees.

Our success is made possible because of the diverse talents of over 2,000 employees who champion our mission of providing an exceptional airport experience to our customers and connect our community to the world. We're looking for the best talent to join us and help reimagine what an airport can be.

Bring your talents to DFW. Live and work with purpose.