

Benefits and Compensation Specialist

Weintraub Tobin is seeking a client-focused and experienced Benefits and Compensation Specialist to join the Firm's Human Resources team. This position is responsible for administering the Firm's compensation and benefits programs under the direction of the Human Resources Director. This is a full-time (40 hours per week), Sacramento, CA-based position. Salary will be commensurate with experience.

RESPONSIBILITIES

- Administers employee benefit programs including health insurance and 401(k) plan and reconciles monthly insurance invoices
- Partners with Human Resources Director and Benefits Broker on annual health insurance renewal to analyze plan design changes, prepare communication to advise employees of changes to eligibility, coverage, and provisions, coordinate open enrollment webinars and manage enrollment changes via an online benefits portal
- Researches and analyzes market salary data to make recommendations to enhance the Firm's benefits program and compensation structure to attract and retain top talent.
- Completes records, reporting, and other documentation required by federal, state, and provider rules, regulations, and policies
- Establish effective working relationships throughout the Firm, as well as with external vendors and resources
- Serve as back-up to HR Coordinator and payroll
- Additional tasks, assignments, and projects as requested by Firm Management

SKILLS AND ABILITIES

- Bachelor's degree highly preferred; commensurate experience considered
- Certified HR Professional (SHRM-CP, SHRM-SCP, PHR, or SPHR) preferred, but not required
- 3-5 years of experience as a lead in administering benefit programs including the use of benefit portals and HRIS applications and modules
- Working knowledge of employment-related laws and regulations and maintains knowledge of trends, best practices, and regulatory changes
- Ability to act with integrity, professionalism, and discretion
- Excellent written and verbal communication skills
- Highly organized and extremely detail-oriented
- Proficiency in the Microsoft Word Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multi-task while remaining calm under pressure (humor helps)

SUPERPOWERS

These skills are not required, but interest in them is important. If you possess any of these superpowers, please let us know in your cover letter.

- Experience with leave of absence administration and requests for accommodation specific to FMLA, ADA, state and local leave laws
- Experience with implementing and administering corporate wellness programs

ABOUT WEINTRAUB TOBIN

Weintraub Tobin is an innovative provider of sophisticated legal services to dynamic businesses and business owners, individuals, emerging companies, and nonprofits. From locations in Sacramento, San Francisco, Los Angeles, Orange County, and San Diego, more than 70 attorneys assist clients throughout California with business and litigation needs, including corporate law, finance and tax law, labor and employment, real estate, intellectual property, entertainment, and digital media. We maintain our leadership position by creating a value-added, trust-based relationship with our clients, supporting our local communities, and developing deep subject-matter expertise. We offer a supportive and collegial environment where individual contributions are recognized and celebrated, and hard work is balanced with personal fulfillment and responsibilities.

EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. It is Firm policy to provide equal opportunities to all qualified individuals regardless of race, color, creed, religion, national origin, sex, age, physical or mental disability, medical condition, marital status, sexual orientation, sexual identity, genetics, veteran status, or any other class protected under federal, state, or local law. This policy applies to all terms and conditions of employment. It is the intent of the Firm to comply with all applicable federal and state laws with respect to fair employment practices. The Firm will provide reasonable accommodation to qualified applicants and employees with a known disability or medical condition or for an employee's religious beliefs provided the accommodation does not cause undue hardship to the Firm. Any applicant or employee with a qualifying disability or medical condition, or religious practice, that requires an accommodation in order for the employee to perform the essential function of his or her job, should contact Human Resources to discuss it further so the Firm can determine if a reasonable accommodation exists and can be provided.

Qualified candidates should send their resume and cover letter to recruiting@weintraub.com