



Benefits Analyst
Cincinnati, OH



THE CORE SPECIALTY ADVANTAGE

Core Specialty offers a diversified range of property and casualty insurance products for small to mid-sized businesses. From underwriting offices spanning the U.S., the Company focuses on niche markets, local distribution, and superior underwriting knowledge, offering traditional as well as innovative insurance solutions to meet the needs of its customers and brokers. Core Specialty is an insurance holding company operating through StarStone Specialty Insurance Company, a U.S. excess and surplus lines insurer, and StarStone National Insurance Company, a U.S. admitted markets insurer. The Company is rated A- (Excellent) by AM Best.

CONTACT US

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CORE SPECIALTY

Essential Duties and Responsibilities:

(Position based in Cincinnati, OH)

The Benefits Analyst is key member of the HR Team and will have high visibility with employees throughout the organization. This position is responsible for managing day-to-day operations of group benefit programs including: group health, dental, vision, short and long-term disability, life and disability insurance, flexible spending accounts, supplemental benefits and 401(k) plan. Additionally, this position will assist employees with benefit inquiries by working with vendors, managers and HR team members.

Key Accountabilities/Deliverables:

- Assists with the day-to-day administration of employee benefit plans and programs. Provide excellent customer services to employees, managers and broker to answer benefit questions and resolve problems. Ensure issues/questions are responded to and resolved promptly. Coordinate with benefit plan vendors and providers as applicable.
- Serve as the subject matter expert for benefits and leave of absence management, including FMLA and State leaves. Assist vendors in leave of absence administration.
- Support benefit communication strategy by creating tools and communications that engage and educate employees. Maintain documents and communications on company intranet site.
- With support from external vendors, keep apprised of legislative and regulatory changes (e.g. ERISA, HIPAA, COBRA, etc) that may impact plan design or features and/or employee privacy, security or confidentiality.
- Support annual Open Enrollment process and year-end benefit activities.
- Provide newly hired employees information on benefit offerings and how to enroll using self-service functionality.
- Identify and recommend opportunities to improve quality of services, process improvements and technology enhancements to better serve our employees and HR team members.

Technical Knowledge and Understanding:

- HIPPA, COBRA and ACA requirements
- 401(k) plan administration
- Employees Benefits
- Workers Comp
- Open Enrollment
- HRIS Systems
- FMLA and Leave Absence

Experience:

- Bachelor's degree in Human Resources, business, or related field or the equivalent in education and experience
- 3+ years of experience working with employee benefits
- Knowledge of HR processes, benefits, compliance, and integrated payroll processes
- Excellent verbal and written communication skills

At Core Specialty we believe that our employees are our most important asset. Helping our employees and their families achieve and maintain good health – physical, emotional, and financial – is the reason Core Specialty offers extremely rich and affordable benefits including, but not limited to medical, dental, vision, and life insurances; short and long-term disability; a Company-match of 100% of a 6% contribution 401(k) plan; an Employee Assistance Plan; Health Savings Account, Flexible Spending Account, Health Reimbursement Account, and gym reimbursement.