



EPOCH
LAND DEVELOPMENT CONSULTANTS

JOB DESCRIPTION

BENEFITS ADMINISTRATOR

Full Time - Agoura Hills, CA

General Description

Epoch Projects, Inc. is a dynamic company specializing in civil engineering, land surveying, and land planning. Currently, we are seeking a dedicated and detail-oriented Benefits Administrator. This pivotal role combines administration with a strong focus on payroll & benefits, as well as health and safety. The ideal candidate will have experience in processing payroll and certified payroll, overseeing safety protocols specific to construction and civil engineering environments, and administering employee benefits and insurance programs.

Responsibilities

- Process payroll accurately and timely, including calculation and distribution of bonuses.
- Maintain accurate employee records.
- Analyze, prepare and input data to include garnishments, vacation/sick time, insurance and 401k deductions.
- Review timecards for completeness and accuracy and contact department supervisors for missed time and inaccurate pay code entries.
- Process certified payroll for public works and prevailing wage jobs, ensuring compliance with federal and state wage regulations.
- Oversee and manage 401k plan administration, including employee enrollment, contributions, changes, and withdrawals.
- Ensure all benefits programs comply with local, state, and federal regulations, such as ERISA, HIPAA, and the Affordable Care Act.
- Serve as the primary point of contact for employee inquiries, addressing payroll and benefits-related concerns.
- Conduct new hire orientations (on boarding), as well as employee off-boarding.
- Administer employee benefits program, to include processing open enrollment paperwork.
- Resolve administrative problems with the insurance carriers.
- Distribute all required notices and submit any required reports and/or filings.
- Design, implement, and manage comprehensive safety programs for field and office environments, focusing on land surveying and civil engineering activities.
- Conduct regular safety audits and inspections on job sites and office locations to identify and mitigate hazards, ensuring compliance with OSHA standards and industry-specific regulations.
- Investigate workplace accidents and incidents, prepare detailed reports and recommend corrective actions to enhance safety measures.
- Coordinate bi-weekly California Land Surveyors Association (CLSA) Toolbox Safety talks to the field crew team.
- Deliver safety training sessions for employees, ensuring adherence to safety procedures and protocols specific to construction and engineering environments.
- Compile data and prepare submissions of OSHA and worker's compensation reports for insurance purposes.
- **Stay informed of changes in the law to ensure company compliance.**
- Additional duties as required.

About Us

- Top tier civil engineering, land surveying, and land planning company servicing Southern California.
- Culture that encourages a relaxed, yet professional work environment.
- Emphasis on employee mentorship, cross-training, and providing career advancement opportunities.

Compensation

- Competitive benefits including 401k, Dental, Vision, Medical, Paid Holiday, Paid Time Off, and Sick Leave.
- Salary range 59K-85K and will be determined based on experience and ability.