



## Director of Compensation and Benefits

### Job Scope

The role of the Director of Compensation and Benefits involves both strategic planning and hands-on responsibility for the organization's compensation and benefits programs. These programs include base pay, incentive pay, executive compensation, health and welfare benefits, and retirement benefits. The Director works closely with senior leadership to ensure that the compensation and benefits programs align with the organization's business objectives while also meeting all legal requirements. The ultimate goal of the role is to design, implement, and evaluate these programs to support employee attraction and retention.

### Responsibilities

- Create strategic plans to address compensation and retention issues within the business. Conduct compensation analysis and research projects to analyze, diagnose and recommend solutions to business.  
Develop, administer, and enhance innovative compensation tools, systems, and reports.  
Interpret Compensation policies and apply the judgment of application for the business.  
Compile and evaluate quantitative and qualitative compensation-related data sets against internal and external benchmarking.  
Create and administer Excel spreadsheet tools for compensation analysis, forecasting, planning, and administration.  
Conduct ongoing metrics analysis and support new analytic strategies for current and future measurement.  
Drive process improvement needed to streamline operations and ensure compliance with regulatory requirements.  
Coach employees, managers, and other employees on compensation policies and practices.  
Work with the Chief Sales Officer to Create, Implement, and Drive a Sales Incentive Plan.  
Oversee the development of Employee Benefits Programs, budgets, cost containment procedures, and program improvement measures. Takes part in negotiating and administering contracts with health and other benefits procedures.  
• Evaluate unusual and difficult issues and challenges concerning employee benefit programs and processes; develop, recommend, and/or implement solutions, especially in unique situations requiring the interpretation of policy intent.  
Review and analyze employee benefit and insurance programs, contract/policy provisions, usage, and trends and recommend changes to improve or restructure employee benefit programs, including contract administration, and to resolve complex and difficult challenges.  
Negotiate contracts for various employee benefits with private organizations.  
Develop benefit plan improvements to optimize their effectiveness and efficiency, and incorporate managerial policy direction and employee feedback; in conjunction with actuaries, evaluate and recommend appropriate funding needs for the retirement and health plans.



- Oversee the annual benefits budget preparation, Requests for Proposals, and purchasing contracts.
- Serve as the Subject Matter Expert (SME) by overseeing employee benefits and compensation programs while ensuring compliance and resolving issues and questions.
- Make presentations to employees, departmental management, executive leadership, and the City Council concerning Employee Benefits.
- Supervises and participates in legal, fiscal, and procedural monitoring activities.
- Confers with consultants concerning various benefit programs to design and implement employee benefits.

## Requirements

- A minimum of 7 years of relevant experience is required, including compensation and benefits management.
- Strong attention to detail, customer focus, project management, problem-solving, and critical analytical and thinking skills.
- Demonstrated ability to establish and maintain business partnerships with company executives, management, and key stakeholders.
- Strong collaboration skills with the ability to effectively work cross-functionally.
- Demonstrated business acumen and the ability to clearly define, implement, and communicate process improvements and solutions.
- Ability to adapt quickly to changing circumstances.
- Strong oral and written communication skills.
- Advanced Excel skills, including the ability to build and maintain complex models.
- Strong computer/Internet experience and ability to learn and adopt new technology
- Possess high personal integrity and can instill the same in others.
- Being positive and upbeat in a team environment is a motivator.
- Ability to supervise and motivate others long-distance (other regional cities).
- Organized, efficient time use/management.
- Creative and self-motivated.
- Continually seek ways to improve self and company.
- Ability to travel up to 20% of the time throughout the Region(s)