

Job Title:	Director of Benefits and Compensation
Grade Level/Terms of Employment:	Grade 133 / Twelve-month (260 days) contract position with excellent benefits
FLSA Status:	Exempt
Work Location:	Talent Office
Immediate Supervisor:	Chief Talent Officer

General Description:

The Director of Benefits and Compensation oversees all compensation and benefits for the district while creating a salary and benefits program that will allow Richmond Public Schools to attract and retain top talent. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds.

Essential Duties and Responsibilities:

- Active member of the Talent Office leadership team in supporting, defining, creating, establishing and promoting all Human Resources functions.
- Strategic partner with senior management monitoring the effectiveness of existing benefits and compensation programs including policies, guidelines and procedures, recommending program revisions consistent with trends and market analysis.
- Direct all initiatives in the area of compensation and benefits, ensuring compliance with all applicable state and federal laws, and all other areas of the HR.
- Administration of all benefit plans (medical, dental, short term disability, long term disability, 403b and all voluntary benefits); evaluate and compare existing benefit plans and identify areas of need/improvement.
- Lead, develop and execute comprehensive compensation strategies aligned with the district's strategic plan.
- Primary compensation advisor to other district business partners on strategic pay decisions, policy and guideline interpretation.
- Keep apprised of federal, state and local compensation laws and regulations to ensure company compliance.

Qualifications:

- Bachelor's degree, preferably in human resources management or related field.
- Master's degree in a related area preferred.
- Eight years of experience including three years of progressive experience at a leadership or senior level within discipline in a management or senior administrator role with emphasis on benefit design and administration or compensation.
- Considerable knowledge of human resources programs, processes, strategies and best practice.
- Ability to work cooperatively and collaboratively in a team environment to plan human resource department goals and to help achieve objectives.
- Strong analytical and problem solving skills, attention to detail.
- Ability to communicate effectively written, verbal and social media channels.
- Must have strong oral presentation skills with the ability to engage all audiences.
- Must have highly developed organization skills, time-management, utilization and working knowledge/skills in computer software applications (Word, Excel, Power Point, Microsoft Office)

- Understand the importance of technology and automation in data capture and analysis via social media platforms, i.e., YouTube, Adobe, Quick Base, etc.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs administrative work in the coordination and supervision of human resources activities. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.