Full Job Description: **Director Compensation and Benefits**

Grade: Business Grade 11 | BG-11

Tulsa Public Schools' existing salary schedules provide career increment adjustments based on education/experience and/or years of creditable service. For more information about the salary for this specific position please review the Salary Schedule for the corresponding Salary Grade (listed above).

For more information on our comprehensive benefits packages, please visit: Compensation and Benefits website.

Position Summary: The Director of Compensation and Benefits provides district-wide leadership and oversight for compensation and benefits programs. This role partners with district leadership to establish clear, consistent, and compliant compensation and benefits practices that support the district's workforce, fiscal stewardship, and long-term operational needs. The Director is responsible for the design, oversight, and continuous improvement of the district's compensation programs, including salary structures, salary administration practices, job evaluation frameworks, and executive compensation. In addition, the Director provides strategic oversight of employee benefit and leave programs in collaboration with the Benefits Manager, ensuring programs are administered effectively and aligned with district policies and applicable laws. The Director leads cross-functional planning related to compensation and benefits, oversees data integrity and system integration across Talent Management, payroll, and vendor platforms, and promotes consistent application of compensation and benefits practices across the district.

Minimum Qualifications:

Education:

- Bachelor's degree in business administration, human resources, finance, or a related field required.
- Master's degree preferred.

Experience:

- Seven (7) to ten (10) years of progressively responsible experience in compensation, benefits, human resources, finance, or a related field
- Demonstrated experience leading, designing, or governing compensation and/or benefits programs within a complex organization
- Experience establishing or applying compensation frameworks, job evaluation methodologies, salary structures, or internal equity practices

- Experience supervising managers, professionals, or cross-functional teams
- Experience working with executive leadership and supporting board-level or senior leadership decision-making
- Experience with HRIS, payroll systems, data analysis, and reporting tools to support compensation and benefits administration

Specialized Knowledge, Licenses, Etc.:

- Knowledge of compensation and benefits principles, including compensation design, job evaluation, salary administration, benefits administration, compliance, and program oversight and governance within a complex organization
- Knowledge of federal and state employment laws and regulations impacting compensation and benefits, including wage and hour requirements, job classification and exemption standards, leave administration, disability and retirement programs, and
applicable laws such as ACA, ADA, FMLA, and workers' compensation
- Experience overseeing the integration of benefits and leave administration with Talent Management and payroll systems, including coordination with state-administered benefit and retirement programs
- Experience supporting or overseeing data integration, file feeds, or system transitions related to benefits, payroll, and HR administration
- Experience using HRIS and payroll systems, such as Munis or comparable systems, to support compensation and benefits oversight, reporting, analysis, and leadership decision-making
- Ability to analyze complex data and reports to evaluate program effectiveness, ensure compliance, and support clear recommendations to leadership
- Strong written and verbal communication skills, including the ability to present technical information to diverse audiences

About Our District: At Tulsa Public Schools, our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world. We are the destination for extraordinary educators and staff who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our core values of equity, character, excellence, team, and joy guide how we work and interact with each other and our community.