

COMPENSATION AND BENEFITS SUPERVISOR



Department:	Agency Administration
Reports To:	Director of Finance
Group/FLSA Status:	Program Specialist/Exempt
Revised:	6/27/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Compensation and Benefits Supervisor is responsible for directing and planning the day-to-day operations of group benefits programs (group health, dental, vision, long-term disability, worker's compensation, life insurance, flexible spending plans, and 403(b) plan). Provides excellent customer service and quality benefits plans, investigates new benefits programs, improves existing programs, and supervises and monitors benefits administration, compensation processes, as well as designs employee benefits plans and provides analytical and technical support in the delivery of the benefit and compensation programs.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Calculates and provides staff with annual fringe benefit allowance; reviews enrollment forms for accuracy and coordinates enrollment;
- Ensures compliance with COBRA guidelines by preparing letters and other paperwork; receives and records COBRA insurance premium payments;
- Oversees pay equity, out of cycle adjustments and establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and raises;
- Coordinates health, life and disability insurance enrollments and communicates with service providers concerning routine administration of programs;
- Maintains budget spreadsheet that includes salaries, payroll taxes and fringe allowances;
- Administers FMLA and is the ADA compliance officer;
- Develops HR training programs and teaches courses (supervision, FMLA, ADA, policy, etc.);
- Coordinates the SWWC Employee Wellness Program;
- Researches employee benefits plans and vendors to identify those that present the best value;
- Designs, recommends and implements new benefits programs; examines possible plan designs and benefits cost changes and negotiates with vendors and administrators for best plans, options and rates;
- Coordinates daily benefits processing; handles enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, etc.;
- Oversees maintenance of employee benefits files, maintain group benefits database and update employee payroll records;
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff;
- Gather employee data and oversee the processing of monthly billings and the preparation of vouchers for payment of administrative fees for all group plans. Allocate group health and dental claims monthly and reviews quarterly;
- Works with agency administration to set agency key performance indicators; monitors and shares KPI data with senior leadership;
- Surveys industry trends, analyzes complex benefits information, forecasts trends and assist with future benefits designs and develops specific recommendations for review by senior leadership;
- Develops communication tools to enhance understanding of the company's benefits package;
- Designs and distributes materials for benefits orientations, open enrollment and summary plan descriptions;
- Leads the implementation of company safety and health programs;
- Monitors the tracking of OSHA-required data;
- Directs the preparation of information requested or required for compliance with laws and approves all information submitted;
- Maintains and updates staffing spreadsheets, including employee turnover; sick leave usage; employee database, etc.;
- TRA/PERA point of contact;
- Oversees TimeClock Plus for agency;
- Process Child Support Verification/Notices; garnishments;
- Provides good public relations and customer service with member districts, staff, parents and the general public;

- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Knowledge of human resources policies and procedures and their application in the day to day working environment;
- Knowledge of compensation and benefits administration;
- Ability to maintain strict confidentiality;
- Ability to interpret and apply guidelines, policies and procedures in a logical and consistent manner.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Associate's Degree and experience in a job-related field OR equivalent combination of education, training, and experience in a job related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under limited supervision of the Director of Finance.
- Responsible for supervision of a small group of employees.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.