



POSITION DESCRIPTION

JOB TITLE: Senior Director, Benefits and Compensation

(0660)

DATE:	Office of Human Capital Benefits and Compensation
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Cabinet Level Pay	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:

POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)

Under the supervision of the Chief Human Capital Officer, provides strategic leadership, direction and oversight for the district's employee benefits and compensation functions to include: directing, developing and implementing financial, administrative strategies for effectively managing benefits, compensation, and insurance programs for MPS. This includes over 18,000 covered active and retired employees. Serves as an advisor to district senior management and the Board of Directors on all aspects of benefit, compensation and insurance programs.

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides strategic and operational leadership for the design, administration and implementation of the district's benefits and compensation programs with emphasis on cost effectiveness and sustainability, quality of services delivered and compliance with applicable state and federal requirements.
2. Directs, plans and participates in procurement services related to the district's insurance, benefits and compensation programs and related services. Assesses the effectiveness of plans/programs, manages vendor relationships and ensures plans/programs meet the strategic objectives of the district.
3. Directs and oversees the development and administration of salary structure and compensation programs.

4. Directs and supports the staff in the development and administration of policies and procedures as they relate to the district's benefits, pension and compensation programs. Ensures compliance with all state, local and federal regulations.
5. Develops strategies for renewal, management, modification and administration of district benefits and compensation programs in response to district operations including legislative changes and unique circumstances.
6. Oversees the districts Wellness Program and ensures cost effective implementation of the Wellness benefits offered by the district. Regularly evaluates the plan and makes changes as necessary.
7. Projects issues and developments that may impact the district's budget and may involve protection of assets, plan compliance and benefit programs to determine cost-effective solutions and/or courses of action. Collaborates effectively with the Office of Finance and others in determining future impact of all benefit and compensation programs.
8. Provides advice to senior management and the Board on the financial and coverage aspects of insurance plans and the investment and financial performance of district benefit and compensation programs.
9. Serves on designated committees and advisory boards. Maintains open communications with staff, insurance carriers, retirees, lawyers, actuaries, auditors, consultants, bargaining groups and other constituent groups.
10. Oversees functional support of and provides input to the development of policies for the district's HRIS, with emphasis on the Benefits and Compensation administration modules. Provides recommendations and solutions to automate benefit functions such as open enrollment.
11. Directs the operational oversight of internal and external claims management and billing functions for all insured and self-insured programs. Ensures that cost containment measures are effective and patterns of cost experience are monitored and investigated in order to identify contract compliance and containment options. Explores and evaluates opportunities to outsource some benefit operations.
12. Develops and monitors forecasting and budgeting methods for the district's benefits, pension and compensation programs with emphasis on timely identification of problems and issues. Plans and develops budget and manages expenditures for the operation of the benefits office.
13. Serves as the final hearing officer for benefit appeals. Manages the process and ensures timely communication with involved parties.
14. Recruits and recommends for hire a diverse group of candidates. Establishes goals and priorities for staff and evaluates accomplishments of employees. Initiates disciplinary steps when necessary.
15. Maintains currency in best practices related to benefits and compensation through networking with other professionals, especially public sector entities, and attending appropriate seminars and conferences.
16. Actively supports the MPS Strategic Plan.
17. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are

outlined, reviewed, and approved by others.)

Direction provided by the Chief Human Capital Services Officer.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervision for 6 direct reports, and indirect reports of approximately 15.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A master's degree in Human Resources, business (accounting or finance) or related field. Certification as a Certified Benefits Professional (CBP), Certified Compensation Professional (CCP), Certified Employee Benefits Specialist (CEBS), SPHR, J.D. or CPA is desired. A combination of education and experience may be considered.

Experience Requirements

Minimum of ten years successful experience in benefits, pension or compensation, with five (5) years at a senior management level and responsibility for the strategic direction of benefits, pension and compensation functional areas. Public sector experience is highly desirable.

Knowledge, Skills, and Abilities

The position requires the ability to develop, communicate and implement strategic plans and goals. In-depth experience and knowledge in pension, benefits and compensation is required. Knowledge of recent legislative changes is required. Experience in the implementation and use of technology and automated systems for streamlining business processes. Experience in supervising staff. Experience managing budgets and benefits and compensation data. Experience and knowledge in working with diverse groups and the ability to communicate effectively with Board members, administrators, teachers and members of the community, to include insurance companies. Excellent oral and written communication and presentation skills are necessary. Incumbent will need to communicate with diverse groups and prepare documents for the Board of School Directors. Must be able to handle multiple responsibilities with differing yet established deadlines. Must have the ability to evaluate and negotiate benefit, and insurance plans, services and programs to be offered by the district. An advanced knowledge of public sector employee benefits policies, procedures and regulations is highly desired. Leadership skills, organization and external awareness, creativity toward operations, strategic and systems thinking skills are necessary. High degree of computer literacy including HRIS systems and advanced PC skills with knowledge of current MS Office software is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary. Travel throughout the Milwaukee area may be required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Those associated with a general office environment.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.