

JOB DESCRIPTION

CORPORATE POLICY: J27

COMPENSATION & BENEFITS SPECIALIST

JOB SUMMARY: This position will assist the Vice President of Human Resources in managing the company's compensation and benefits program. The position will work closely with insurance vendors and consultants to ensure appropriate programs align with objectives and corporate philosophy. The Compensation & Benefits Specialist will partner with other positions within Human Resources to introduce benefits plans to all employees and manage overall compensation, health and benefit inquiries.

REPORTS TO: Vice President, Human Resources

ESSENTIAL TASKS, DUTIES AND RESPONSIBILITIES

1. Develops and implements salary structure and administrative guidelines in accordance with compensation policy. Perform impact analysis, assess affordability, and recommend movement of pay structures as appropriate.
2. Directs preparation of job analysis, descriptions and classifications in accordance with FLSA for positions throughout the organization.
3. Standardization of job analysis in order to determine appropriate salary level according to compensation guidelines, salary surveys, market data and compensation philosophy and policy.
4. Reviews and supports salary increases permitted and approved by executive team and board within budgetary limits and according to established compensation policies.
5. Analyzes company compensation policies in relation to government wage and hour regulations, prevailing rates for similar jobs in comparable industries or geographic areas, agreements with labor unions, and recommends changes as appropriate to establish and maintain competitive rates.
6. Analyzes organizational pay practices and makes recommendations for salary changes necessary to ensure equity, and market value.
7. Recommends special compensation programs or incentive systems for all employees or for specific groups to support the organization's objectives.
8. Manages the execution of the year-end total compensation process and provides advice and counsel to both Executive Director's and HR Director's at the communities to ensure proper consideration in making sound compensation decisions.
9. Participates in annual health and welfare plan audits and testing. Provides assistance to Finance team, in preparation and submission of 5500's and other government required notices and reporting.
10. Participate in third party compensation-related market compensation and benefit surveys, and with discretion, compare and analyze results to assess market competitiveness for the company's pay structures.

COMPENSATION & BENEFITS SPECIALIST

KNOWLEDGE, SKILLS AND PRACTICES:

1. History of success with job analysis delivering an enterprise wide solution to streamline and coordinate multi-site, multi-state compensation programs.
2. Experience designing and conducting market and benchmarking to establish competitive wage analysis, baselines and criteria.
3. Understanding of benefit design, selection and implementation while ensuring programs are aligned to current and future legal implications (Health Care Reform).
4. Knowledge of general accounting and business principles, concepts and practices.
5. Ability to administer confidential information in an appropriate manner.
6. Excellent organizational, time-management, interpersonal, written and verbal communication skills with strong attention to detail.
7. Ability to present and deliver metrics and philosophy based data in a professional, pleasant and courteous manner.
8. Excellent computer skills and the ability to navigate through multiple systems (MS Office products including Word, Excel, and PowerPoint).
9. Must be self motivated, work independently as well as collaboratively as part of a team.
10. Must demonstrate strong analytical skills along with the ability to identify and resolve problems in a timely manner.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Bachelor's Degree in business, human resources, or related field or equivalent work experience is required.
2. PHR, SPHR, CBP, CEBS, CCP professional certification highly preferred.
3. Three years experience in the administration of compensation and benefit plans is required.
4. Attention to detail, flexibility, self directed, with the ability to prioritize and take initiative.
5. Strong preference for hands on experience with job analysis, evaluation, and market pricing.
6. Thorough knowledge and experience understanding compensation and benefit laws and regulations, processes, procedures relating to compensation and benefits, including the upcoming intricacies of Health Care Reform.
7. Ability to work on several projects simultaneously, organize, prioritize, meet deadlines and maintain confidentiality.

FLSA STATUS:

- Exempt for FLSA. Normal working hours are 8:00 a.m. – 5:00 p.m. Monday through Friday.

JOB DESCRIPTION

CORPORATE POLICY: J27

COMPENSATION & BENEFITS SPECIALIST

WORKING CONDITIONS:

- General office conditions, with appropriate business attire and presentation.
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.