

## Position Description

**Position Title:** Manager – Compensation & Benefits

**Salary Range:** \$125,000 - \$175,000

**Department:** Legal & Corporate Services

**FLSA Status:** Exempt

**Reports To:** Director – HR & Organizational Development

**Supervisory Responsibility:** Yes

### JOB SUMMARY

Establish compensation and benefits strategies; implement and administer supporting tactics. Work with all levels of management and staff, as well as vendor partners. Analyze effects of related laws or regulations and recommend policies and procedures for implementation. Prepare bi-weekly payroll, including changes for processing, ensuring data integrity and proper deductions.

### DUTIES & RESPONSIBILITIES (\*= ESSENTIAL FUNCTIONS)

1. Set SMART goals with each employee (where practicable) and review at mid-year to ensure as needed. Provide candid coaching throughout the year, including during regular 1/1s. Write high-quality performance appraisals and present timely.
2. \* Design and execute compensation & benefits-related strategies.  
Evaluate, benchmark, and recommend both short- and long-term compensation and benefit strategies for all employee and retiree compensation and benefit plans. Oversee ERISA governance process. Serve as Secretary to Benefits Committee. Develop and deliver analytics to track success.
3. \* Administer benefits plans.  
Analyze existing benefit plans and recommend plan revisions supported by research. Administer various employee and retiree benefit and wellness programs. Evaluate plan utilization. Respond to employee and retiree questions. Resolve claims appeals and provides guidance in policy interpretations and plan documents. Prepare materials for and administer enrollments during the year and Open Enrollment.
4. \* Administer base pay, short-term incentive, long-term incentive compensation plans.  
Create and revise job descriptions. Coordinate with third party partner to market-price jobs. Propose merit budget based on external market research and internal company conditions. Administer pay increases and bonus payouts. Prepare and distribute Total Rewards Statements.
5. \* Ensure compliance of compensation and benefits programs in coordination with vendors and brokers. Manage vendor relationships and performance.
6. \* Administer leaves and time away from work programs. Review and analyze leave applications and develop employer response. Interpret HR policies regarding leaves and time away from work.
7. Administer U.S. payroll process. Enter data into HRIS and audit to ensure employee deductions are made accurately. Forward files/feeds to carriers and administrators in a timely manner.
8. Prepare and deliver communications for a variety of stakeholders: employees, retirees, leadership, the Board, brokers, vendor partners and others. Educate employees on compensation and benefits programs.
9. Perform other duties as assigned to foster business success.

*All duties to be conducted in accordance with NEIL's Core Values.*

## QUALIFICATIONS

### *Job Knowledge*

- Advanced knowledge of Excel and Power Point.
- Knowledge of best practices for design and administration of total rewards plans.
- Familiarity with interpreting federal, state, and local employment laws and regulations.
- Effective vendor management techniques.

### *Competencies/Abilities*

- Able to navigate effectively between strategic and tactical orientations.
- Strong verbal and written communication skills.
- Strong planning and organizational skills. Able to work independently.
- Strong project management skills.
- Able to attend to detail for accurate results.
- Effective conflict resolution and negotiation skills, including influencing without authority.
- Strong problem-solving, research, and analytical skills.
- Able to maintain confidentiality and maintain poise during stressful situations.

### *Education & Experience*

- Bachelor's degree in HR or related field required.
- Six years of progressive compensation and benefits experience required. Some HR generalist experience preferred. Experience with global compensation and benefits preferred.
- HR certifications (SPHR, Certified Compensation Professional, Certified Benefits Professional, Certified Employee Benefits Specialist) preferred.
- Supervisory experience preferred.
- Experience with ADP WorkforceNow preferred.

### *Physical Requirements*

- Sit/stand for extensive periods of time.
- Ability to use telephone & computer for extensive periods of time.
- Regular, consistent, and predictable attendance.
- Travel for work (10%).