

Posting dates: **5/4/2021 - 5/24/2021**
All applicants must apply online

DALLAS AREA RAPID TRANSIT JOB POSTING

(* indicates requisition 6455)

Job Title*: Director of Benefits & Compens	Pay Grade*: 126 / Salary commensurate with experience and education
Section*: Shared Services	Job Code: 0258A
Division*: Headquarters	FLSA/EEO: Exempt/Official Administrators
Department*: Human Resources	

GENERAL SUMMARY:

Directs, develops, plans, and oversees programs and activities of personnel engaged in the administration of the agency's employee benefits, pension and compensation programs. Position is responsible for the establishment and implementation of long-range benefit and compensation solutions to meet agency objectives and diverse employee needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans and implements all tactical and strategic activities related to compensation and benefits for the Agency.
2. Plans, develops, and presents recommendations for competitive employee compensation and benefits programs for active and retired employees.
3. Directs and monitors the contract performance of various consultants and third-party vendors. May serve as project manager and/or contracting officers technical representative (COTR) for benefits
4. services. Maintains effective relationships with brokers, consultants, attorneys, and vendors regarding product and service quality and resolution of issues.
5. Collaborates with Senior Executives in the development and implementation of agency pension, compensation and benefit philosophies to ensure strategic alignment with overall agency goals and core values.
6. Ensures pension, compensation and benefits programs are administered in full compliance with all applicable laws, regulations and policies to include creation and maintenance of appropriate documents.
7. Serves as Human Resources liaison to both the Defined Benefit Committee and the Defined Contribution Committee.
8. Oversees the development and implementation of employee communications relative to pension, compensation and benefits.
9. Develops and monitors agency's compensation and benefits budget/expenses and provides recommendations to address trends, costs and marketplace competitiveness. Prepares a variety of reports to a range of management officials on relevant information.
10. Hires, terminates, directs and mentors employees in setting performance goals and measures. Provides
11. feedback on individual performance and initiates corrective or disciplinary measures as appropriate.
12. Develops section budget, submits for approval and monitors variances.
13. Performs other duties as required.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Note: An equivalent combination of related education and experience may be substituted for the below stated minimums excluding High School Diploma, GED, Licenses, or Certifications.

1. Bachelors degree from an accredited college or university in Business Administration, Human Resources Management or related field.
2. Ten (10) years progressively responsible experience in direct design, implementation and administration of compensation and benefits programs, including a minimum of five (5) years directing and managing professional staff.
3. Ability to demonstrate a fiduciary obligation to section, department and DART in handling materials and information of a confidential and sensitive nature.

4. Substantial interpersonal communication skills (written and verbal) to effectively communicate with all levels of supervisory, non-supervisory employees, governmental entities and a culturally diverse
5. community both internal and external to DART.
6. Proficient with personal computer and software applications, including Windows, word processing, spreadsheets, and databases.
7. Ability to be dedicated to meeting the expectations and requirements of internal and external customers.
8. Gets first-hand customer information and uses it for improvements in products and services. Acts with customers in mind.
9. Establishes and maintains effective relationships with customers and gains their trust and respect.
10. Ability to write clearly and succinctly in a variety of communication settings and styles. Can get messages across that have the desired effect.

REPORTING RELATIONSHIP:

Reports to AVP DIVERSITY & LABOR *

WORKING CONDITIONS:

Works in an environment where there is minimum exposure to dust, noise, or temperature. May be moderately exposed to unpleasant working conditions to include dust, noise, temperature, weather, petroleum products, and chemicals while visiting DART's operating facilities, assuming incumbent is observing all policies and procedures, safety precautions and regulations, and using all protective clothing and devices provided.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may perform other duties as assigned.

DART is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V

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<https://dart.org/webapps/hrportal/default.asp>