



POSITION TITLE: Director, Benefits and Total Rewards

REPORTING TO: Chief HR Officer

LOCATION: Dallas, TX

THE COMPANY: DECA Dental Group

ABOUT US

DECA Dental Group is a Dallas-based, clinician founded and clinician-led, dental service organization that has been delivering high-quality, affordable dental care to patients since 2008. DECA is actively expanding its footprint coast to coast under the brand Ideal Dental. DECA's culture is founded on a patient-centric model. The company is guided by its vision to be the premier provider of all dental services under one roof while being the first choice for dentists and staff seeking a partner for growth, innovation, and learning.

THE OPPORTUNITY

We're looking for our first Director of Total Rewards to join our People Team! This is a great opportunity to build an innovative, competitive comp and benefits strategy in a hyper-growth environment. With over 100 locations currently we plan on rapid expansion in the next 3-5 years. If you are a data-driven person who enjoys launching creative, engaging reward programs, this is the perfect role for you.

The ideal candidate will have strong business and financial acumen and have been accountable for developing and leading a multi-million-dollar benefits budget. This individual will be strategic, design-thinking minded and passionate about innovation while also willing to help get the work done. They will translate vision into executable strategy and can energize and bring others along on your vision. They will be skilled in establishing relationships with internal and external partners. They will make thoughtful investments and a positive change agent on employee wellbeing. They will be willing to adapt to our constantly evolving and high-growth environment while at the same time, help us grow and scale our Benefits Design COE.

BENEFITS ADMINISTRATION/MANAGEMENT

- Direct all benefits-related processes for Open Enrollment and ongoing administration, to include project management, communications, materials distribution, and implementation of participant coverage elections
- Manage oversight of medical plan and provide recommendations to manage costs and align wellness programs
- Benchmark all benefits programs in relation to similar programs in comparable industries/organizations and recommend changes (as appropriate) to establish and maintain competitive programs
- Manage resolution of administrative issues which may include coverage questions, appeals, claims disputes, participant eligibility, provider service, plan and contract documents

- Evaluate efficiency and cost effectiveness of current programs, including 401(k) plan design and financial wellness to ensure the plans/programs balance the needs of both corporate and field team members
- Identify inefficient processes and recommend changes as appropriate
- Partner with field to ensure compliant Leave of Absence Administration
- Design wellness strategy and programs for all Team Members (corporate and field); track and measure progress and success of the program.
- Establish, monitor, and report against KPIs to assess performance and trends

FINANCIAL ACCOUNTABILITY

- Manage the enterprise Benefits budget, partnering with broker/consultant and the appropriate internal departments to ensure accurate forecasting of expenses
- Conduct ongoing analysis to identify trends and recommend solutions to facilitate expense management

COMPLIANCE

- Ensure compliance with federal, state, and local regulations and policies, and monitor for continuous updates including, but not limited to, COBRA, ERISA, HIPAA, FMLA, ACA
- Partner with external auditor to conduct annual 401(k) audit
- Ensure completeness, timeliness, and accuracy of all required reporting and testing
- Actively lead company compliance with all existing and new federal and state regulations and legislation pertaining to benefits, providing information and updates to executive leadership
- Prepare and execute benefits documentation, such as original and amended plan information, benefit agreements, and insurance policies as needed

PROJECT MANAGEMENT

- Lead provider selection process, including development and distribution of RFPs, making recommendations for plan designs compatible with business objectives and Team Member needs, while ensuring a market competitive position
- Oversight and management of all benefit plan design changes to include enterprise communication

QUALIFICATIONS

- Disciplined self-starter with experience in creating a total rewards program from the ground-up
- Experience working for an insurance broker is preferred.
- Excellent interpersonal and problem-solving skills.
- Strong attention to detail with excellent organizational skills
- 5+ years of hands-on experience in compensation analysis
- 5+ years as a Benefits Manager/Director or other similar role
- Bachelor's degree (B. A.) from four-year college or university. Master's degree preferred.

- Certified Employee Benefit Specialist (CEBS) Proactive,
- Innovative, and strategic thinking/project manager
- Strong written and oral communication
- Excellent interpersonal, persuasion and teamwork skills
- Ability to engage and influence Senior-level executives and stakeholders