

DFW AIRPORT BOARD
JOB DESCRIPTION: TITLE: TOTAL REWARDS GENERALIST

Applications are accepted through our Careers page on the www.dfwairport.com site

JOB NUMBER: 4125

FLSA STATUS: EXEMPT

This job description generally describes the work of people in this job title. It may not be a complete list of duties.

POSITIONS DIRECTLY SUPERVISED: None

GENERAL SUMMARY:

Under general direction of the Senior Total Rewards Manager, oversees DFW's employee discount and recognition programs and provides compensation and benefit support to the Benefits, Retirement and Compensation Managers. Activities include survey participation and data solicitation, preliminary review of compensation salary actions, HRIS system data entry and validation, file feeds to various vendors/payroll, insurance invoicing, headcount reconciliation, responding to employee inquiries, event oversight and project support.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the administration of Total Rewards programs, including Employee Emergency Fund, transportation and travel discount programs, other third-party vendor discount programs, wellness programs and voluntary benefit plans.
2. Responsible for the Airport's service recognition program. Provides a monthly file feed to vendor for milestone employee dates and oversees the Service Anniversary Event.
3. Responsible for the administration of DFW's employee recognition program.
4. Supports communication efforts for Total Rewards programs and serves as liaison to Communications & Marketing, including assisting with Retiree Resource Group as needed.
5. Prepares preliminary data and provides salary recommendations on salary offers for new hires and internal changes as needed.
6. Assists Compensation Manager with reviews of job descriptions for accuracy, standardization, and consistency.
7. Participates in and solicits data for compensation surveys and responds to open record data requests.
8. Reconciles the budgeted headcount positions with the Finance Department, updates PeopleSoft to reflect new authorized budgeted headcount and updates monthly Board report to reflect approved headcount.
9. Supports the employee deferred compensation election process by answering employee questions, entering employee data, and providing employee election files to payroll and the vendor.
10. Updates retiree data in the third-party vendor system regarding address changes, cola adjustments, tax changes, medical elections, bank deposit account changes, etc.
11. Prepares and mails written communication to retirees and term deferred (former) employees.
12. Administers and maintains the PeopleSoft Benefits Administration module; runs event maintenance processes; researches and resolves error messages and open events; assists with open enrollment process by preparing the system for election entry, preparing the online forms, and generating and distributing confirmation statements and other mailings, as required.
13. Provides PAC meeting support for the Sr. Total Rewards Manager, including taking minutes, and coordinating meetings and calendars.

PRINCIPAL DUTIES AND RESPONSIBILITIES (Continued):

- 14. Assists with New Employee Orientation, including delivering presentations, answering employee questions, and acting as a resource for Talent Acquisition.
- 15. Responds and validates benefit data, completes benefit surveys, reconciles information for insurance billings, verifies health and pension data on Total Rewards statements, performs various data integrity checks and participates in FSA escheat and closeout process.

MINIMUM REQUIREMENTS:

- Bachelor’s degree in business administration, finance, human resource management or related field.
- Three (3) years of experience in Total Rewards and/or human resources.
- Any equivalent combination of education and/or experience may be substituted for the above.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent federal, state, and local laws, codes, and regulations related to compensation, benefits and retirement systems.
- Experience developing and maintaining HR recordkeeping systems.
- Proficient skill in Microsoft Excel and PowerPoint.
- Strong financial analytical ability.
- Excellent verbal and written communication skills.
- Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure.
- Ability to give careful attention to and perform detailed work.
- Ability to meet established recurrent deadlines.
- Ability to plan, control and develop time and cost estimates for project activities.
- Ability to establish and maintain effective working relationships inside and outside the organization.
- Ability to work independently and prioritize and manage multiple projects simultaneously.

DESIRABLE:

- Certification in Human Resources or Benefits (CCP, PHR or SPHR, SHRM-CP or SHRM-SCP, CEBS, CBP, etc.).
- PeopleSoft/Oracle experience.

EFFORT:

- Works in an office environment.
- Uses reasoning in problem solving.
- Performs mathematical calculations.
- Exchanges information by telephone, computer, in writing and in person.

APPROVALS

Department

Date

Human Resources

Date