

Title: Manager, Total Rewards
Job Category: HR Shared Services
Requisition Number: MANAG004525

Posted: November 5, 2024
Full-Time
Location: *Tulsa, OK 74103, USA*

Job Summary

The Manager, Total Rewards is responsible for managing and leading the benefits and compensation functions for the organization. Reporting to the Director, HR Shared Services, this role works closely with the broader HR leadership team on developing and implementing innovative ways to build fair and attractive total rewards that help the Company attract, retain, and motivate employees.

Essential Functions

- Actively supports the Company's commitment to safety and its "Core Values".
- Represents the Company at all times with high moral standards while adhering to the Company's "Code of Business Conduct and Ethics".
- Provides direction to managers and subordinate staff on total rewards programs, policies, and initiatives.
- Monitors and stays current with industry trends, best practices and legislative developments and their impact on total rewards.
- Participates in, or directs participation in, appropriate total rewards surveys and benchmark studies to analyze the Company's position relative to market and monitor trends and new/innovative practices to engage and motivate employees.
- Maintains and expands knowledge and understanding of existing and proposed federal and state laws/regulations affecting benefits and compensation administration. Interprets appropriate laws and policies and advises management accordingly.
- Develops strategies for the effective communication of total rewards programs to employees.
- Interviews, hires, trains, evaluates, and terminates subordinate personnel. Establishes department and individual goals/objectives and directs, and actively participates as necessary, subordinate personnel in achievement of responsibilities and objectives.
- Performs other responsibilities as required or assigned.

Benefits

- Manages the interpretation, implementation, evaluation, administration, and delivery of comprehensive benefit plans (health & welfare and retirement), LOA administration, and wellness program for the organization. Ensures all programs and procedures comply with legal requirements.
- Working with recordkeeper and consultants, oversees management of the Company's 401(k) plan, including ensuring compliance, managing the annual audit, supporting the Retirement Plan Committee, etc.
- Creates and facilitates employee communication efforts related to the Company's benefit, retirement, and wellness programs to ensure clear understanding of all. Oversees and drives participation through various internal campaigns.
- Conducts monthly and quarterly Health & Welfare status meetings with leadership. Prepares accurate representation of YTD costs as compared to budget.
- Manages vendor relationships to ensure adherence to required service levels.
- Plans, designs, and evaluates wellness initiatives and activities in support of the Company's overall health and welfare strategy. Oversees the scheduling and coordination of wellness-related vendors for various onsite and offsite activities (e.g., annual flu shots, biometric screenings).
- Manages the audit of all benefit and retirement programs. Oversees the coordination with outside agencies, auditors, etc., as required.
- Researches ad hoc benefit offerings or enhancements to benefits provisions based on the latest market trends, benchmarking information and intelligence gathered from analyzed plan data. Performs research as necessary, engages in cost analysis and makes recommendations.

- Manages efforts to ensure monthly, quarterly, and annual reports are developed in an accurate, efficient, and timely manner. Oversees the processing of related billings.
- Oversees the international benefit programs and offerings for employees outside the U.S., including facilitating annual renewals, providing tax information to payroll, and ensuring the Benefits team is providing adequate support as needed.
- Provides due diligence assistance and benefit integration for acquisitions.

Compensation

- Through subordinate personnel:
 - Manages, and actively participates in, the Company's total compensation programs including base pay administration, short-term incentive plan, and project incentive plans.
 - Provides guidance regarding salary administration and pay equity efforts, including implementing the Company's salary administration guidelines, advising in hiring/promotion decisions, and analyzing, recommending, and distributing the merit budget.
 - Oversees the creation and updating of standardized job descriptions and job-specific competencies across the organization.
 - Stays abreast of trends and legislation related to pay equity and pay transparency, advising HR leadership and ensuring compliance.

Qualifications

- Bachelor of Science degree in Business Administration, Human Resources Management or a related discipline, or equivalent combination of education, training, and experience in lieu of degree.
- 8+ years' experience in health and welfare and retirement program design and administration required; previous experience administering or overseeing compensation programs preferred. Previous management experience strongly preferred.
- Corporate benefits experience including responsibility for overall plan financial performance, wellness programs and employee communications; specific experience in a self-funded environment strongly preferred.
- Strong verbal and written communications skills, including the ability to effectively present to senior leaders and communicate complicated topics in an easily understood format.
- Strong computer skills including proficiency in Microsoft Word, Excel, and HRIS database applications.
- Ability to maintain strict confidentiality and discretion with sensitive information.
- Strong organizational and analytical skills with attention to detail.
- Strong customer service orientation.
- PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred; CEBS, CBP or CCP certification considered a plus.
- Thorough knowledge and practical application of U.S. federal and state employment laws required, specifically as related to health and welfare and retirement programs. Knowledge of Canadian practices related to health and welfare desirable.

Full-time employees are offered a comprehensive benefits package, including medical, dental and vision plans covering eligible employees and dependents, disability benefits, life and AD&D insurance, an employee assistance program (EAP), a 401(k) plan with company match, an employee stock purchase plan (ESPP), a robust wellness program and adoption assistance. Some employees may also be eligible for paid time off, tuition reimbursement and a performance or safety bonus program.

At Matrix, we are dedicated to building a diverse, inclusive, and authentic workplace. We encourage all whose experience aligns with the listed qualifications to apply and explore joining our organization.

EEO/M/F/Disability/Vets/Affirmative Action Employer

We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, genetic information, marital status, disability, veteran status, or other legally protected characteristic or category.

Apply Here: <https://recruiting2.ultipro.com/MAT1001MATRX/JobBoard/c8f0a966-48ec-4153-a126-9f158a97fdfa/OpportunityDetail?opportunityId=f47a3d00-d0a2-470d-8eed-1d734be23d90>

