



OKLAHOMA CITY COMMUNITY COLLEGE

Oklahoma City Community College (OCCC) is seeking a **Director of Benefits & Compensation**

The Director of Benefits & Compensation assists the Vice President for HR in the daily management of the Office of Human Resources and the delivery of human resources services and programs. In addition, the Director is responsible for managing and administering several core human resources functional areas including benefits administration (health benefits, ancillary benefits and retirement), wellness, compensation, and HR systems/data management as they pertain to Benefits, Compensation, and leave administration.

Job Duties:

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage and administer the College's health benefits (e.g., medical and dental), programs and services in accordance with applicable federal and state regulations, including reporting requirements.
- Manage the administration of the College's 403(b) retirement plan in accordance with plan guidelines and fiduciary obligations.
- Manage and administer the College's ancillary benefits, programs, and services including life insurance, long term disability, vision, tuition programs, and other voluntary benefits.
- In collaboration with the Vice President for HR, manage the College's compensation program including conducting job evaluations and job classification reviews, maintenance of the staff compensation structure, making salary recommendations, and coordinating the reclassification process.
- In collaboration with the Vice President for HR, IITS staff, and vendors, assist with the oversight and effective use and maintenance of the HRIS system and sensitive employee data and information.

Job Duties (con't):

- Within the first year, in collaboration with the Vice President for HR and senior College leadership, design and implement a comprehensive compensation program review and restructure.
- Ensure all benefits plans and programs are compliant with all Affordable Care Act (ACA) requirements as well as all other applicable federal and state laws, regulations, and College policies. Prepare and generate necessary reports required under the Affordable Care Act.
- Serve as a liaison with all levels of faculty, staff, managers, and other critical stakeholders, involving benefits and compensation programs.
- Maintain ongoing communication with providers, consultants, insurance carriers, and other outside-authorized persons as related to employee benefits eligibility and coverage.
- Collaborate and assist senior management to design, implement, and optimize health and wellness plans and retirement programs.
- Research and provide substantive information and assistance, as needed, to senior management in the annual assessment and evaluation of the College's benefits package.
- Recommend changes and adjustments to the College's insurance and self-funded programs, as needed.
- Engage in individual professional development; attend training, workshops, etc. for current knowledge of changes or trends related to employment benefits.
- Serve as a member of the Benefits Committee to report on the various benefit plans.

Minimum Education/Experience Requirements:

- Minimum of a Bachelor's degree
- Minimum of five (5) years' of professional experience in human resource management, preferably in higher education, or equivalent combination of education and experience.

For more information or to apply, click on the following link:

<https://www.occcjobs.com/postings/14011>

Posting Number: Staff_0402332

The deadline to apply is April 9, 2018