



## **Lead, Compensation & Benefits Analyst**

**Location: Oklahoma City, OK**

**To view the full job description and to apply -**

<https://career4.successfactors.com/sfcareer/jobreqcareer?jobId=11329&company=Enable&username=>

### **Position Summary:**

The Lead Compensation and Benefits Analyst provides support and direction to HR and the Business related to compensation and benefits programs. This position has a primary role supporting Enable's benefits programs and a secondary role support of the company's compensation programs. This position performs regular audits, compliance reviews and analysis to ensure consistent, compliant, competitive and equitable benefits programs. This position coordinates the work of multiple benefits vendors and is responsible for the administration of one or more benefits systems and interfaces. This position also supports benchmarking studies through the preparation and submission of survey data.

May support one or more programs or processes related to Enable's compensation programs, including but not limited to, job analysis, market pay analysis, compensation compliance reviews, compensation survey data management or ad-hoc analysis of compensation data.

This position requires advanced knowledge within a functional area and is often considered an expert in the area of responsibility. Performs work without appreciable direction and completed work is reviewed from a relatively long-term perspective for desired results. Develops technical solutions to highly complex or interrelated problems. Requires the ability to interpret and adapt theory and concepts into workable solutions. Leads and mentors less experienced professionals.

### **Essential Duties & Responsibilities:**

- Counsel management in decision making regarding the application of policies and procedures.
- Lead the annual overall evaluation of health and welfare benefits and programs.
- Evaluate proposed employee benefits contracts and renewals.
- Lead the development and planning of Enable's Wellness programs.
- Provide guidance and direction to the team in Manager's absence.
- Manage vendor relationships and vendor service levels.
- Serve as a source of expertise on reporting systems and data sources.
- Perform monthly reviews of the dependent eligibility and QLE validation process.
- Analyze claim trends with benefits broker and identify opportunities/solutions.
- Prepare and update departmental procedures.
- Conduct research and analysis on employee health & welfare industry trends, benchmark surveys and workplace best practices. Track proposed legislation and estimate impact. Lead the implementation of identified changes through vendors and development of internal communication plans.
- Recommends employee benefit programs by examining, evaluating, and optimizing employee understanding, acceptance, and interests, costs, regulatory requirements, and competitive advantage.
- Lead Annual Enrollment activities including new vendor implementations, system configuration testing, and communications.
- Conduct quarterly audits of HSA and other health & welfare programs; Identify potential process or payment issues and determine appropriate course of action.
- Process and track weekly, monthly, quarterly benefit invoices.
- Review plan training materials, resources and forms for accuracy; Partner with third-parties or internal communications to update materials in line with benefits plans.
- Perform statistical or operational analyses on assigned projects in order to identify trends, variances, and data gaps.
- Synthesize data and prepare summaries for review in order to develop conclusions and prepare recommendations.
- Produce and maintain data specific to projects/programs/processes.

- Produce procedures to document data sources, analysis methods, and protocols; Assist in the development or refinement of procedures to ensure consistent and equitable administration of benefits plans.
- Provide training to HR and/or employees on health & welfare and retirement benefits topics.
- Support RFP process by working with vendors, external consultants, or internal procurement, and legal resources on assigned tasks.
- Collect and track data on all third-party vendors and service providers to ensure programs demonstrate a high level of customer service, responsiveness and meet company SLAs.
- Track all benefits costs including fixed costs, claims, and contributions.
- Develop and maintain job knowledge by participating in educational opportunities; reading professional publications.

#### **Minimum Education & Experience:**

- Bachelor's degree in Finance, Accounting or Human Resources required.
- Master's degree in Human Resources preferred.
- Eight (8) years of directly related experience.
- Five (5) years' experience in the direct administration and review of health and welfare programs preferred.

#### **Knowledge, Skills, Abilities:**

- Advanced knowledge of federal, state and local laws and regulations, including but not limited to Fair Labor Standards Act (FLSA), Title VII of the Civil Rights Act of 1964, Equal Pay Act and Lilly Ledbetter Fair Pay Act, Age Discrimination in Employment Act (ADEA), Americans with Disabilities Act (ADA), COBRA, and FMLA.
- Advanced knowledge of insured benefits.
- Advanced knowledge of modern Wellness program design and approaches to drive employee engagement.
- Advanced knowledge of HRIS applications (SAP or Success Factors Employee Central experience preferred).
- Advanced modeling skills; ability to create new or ad-hoc models with an understanding of the inputs and desired outputs and ability to check for overall accuracy.
- Work independently; with guidance in only the most complex situations.
- Strong data management skills; ability to audit, format, model and analyze large data sets.
- Ability to lead and direct the work of others.
- Ability to distill complex data into concise and easily understood concepts and recommendations.
- Ability to distill data and analysis into high-level reports and summaries.
- Exceptional knowledge and expertise with analytical tools.
- Ability to discern data inaccuracies through technical experience and knowledge.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions.
- Ability to handle confidential information and material with the highest degree of professional responsibility.
- Strong oral and written communication skills with the ability to communicate at all levels of the organization.
- Strong interpersonal and presentation skills.
- Strong organization and process improvement skills.
- Strong collaboration skills in order to partner effectively across various levels of the organization.
- Strong understanding of project management techniques with the ability to manage multiple responsibilities priorities, tasks and projects simultaneously.
- Advanced skills in computer applications, databases and reporting software (Microsoft Office Suite, SAP and/or BPC).
- Ability to effectively handle pressures and demands of deadlines and competing priorities.
- Demonstrate commitment to compliance with applicable laws and regulations, company's ethics code of conduct and other company policies and procedures.
- Respect and follow safety policies and regulations; scan the environment for objects or people who may pose a safety risk; encourage others to utilize safe and healthy work practices.

Enable Midstream believes our employees are our most important asset, so we offer a comprehensive and competitive benefits package to protect their well-being. Our benefits objective is simple: to partner with our employees to help them take care of their overall health, protect their income and prepare for retirement.

**Some of our benefits include:**

- Medical, including a PPO and Health Savings Account (HSA) plus High Deductible Health Plan (HDHP) option
- Dental and Vision through Delta Dental and VSP
- Flexible Spending Accounts (FSA)
- Life and Disability
- Basic Life Insurance, providing two times an employee's salary
- Voluntary Life Insurance
- Basic Accidental Death & Dismemberment (AD&D) fully paid by Enable Midstream
- Voluntary AD&D
- Short-term and Long-term Disability
- Relocation Package
- Tuition Reimbursement

**Retirement:**

We know our employees invest their time working safely and providing excellent service to our customers. That's why we invest in their future by offering a competitive 401(k) plan with:

- Immediate vesting
- A dollar-for-dollar matching contribution of up to six percent
- An annual retirement contribution of five percent
- A variety of investment options

Questions? Contact Jaime Self at 405-557-5283 or [jaime.self@enablemidstream.com](mailto:jaime.self@enablemidstream.com).

*All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.*