

## DIRECTOR OF EMPLOYEE BENEFITS AND COMPENSATION

### Job Description

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 14

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### JOB SUMMARY

Under the direction of the Chief Human Resources Officer, plans, organizes, coordinates, and directs the daily operations and activities of the Human Resources Department; manages the employment, compensation, and benefits processing functions of the College.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership, direction, and guidance for the development and operational activities to achieve the department's long and short range goals and business objectives.
- Administers benefits, pay, and hiring processes using the College's administrative enterprise software in the areas of hiring, termination, pay rate adjustments, transfers of staff, promotions/demotions, supplemental/stipend payments, faculty substitute pay, and other benefits.
- Coordinates and administers employee benefit plans including health coverage, dental, vision, life and short- and long-term disability insurance. Provides information regarding insurance plans to college employees (either individually or in groups), assists college employees with completion of benefit enrollment and/or claim forms, contracts insurance representatives as needed to assist with disputed employee benefit claims.
- Serves as administrator for the college's insurance plans. Responsible for entering enrollment, deletion, and information updates for all eligible employees.
- Manages the College's compensation and benefits program, which include the State of Texas' TRS/ORP retirement programs and State of Texas Employee Retirement System (ERS) employee insurance programs.
- Manages the Americans with Disabilities Act/504 process; implements a system to track and stay in compliance with the ADA/504 rules and regulations.
- Manages the Family Medical Leave Act process; implements a system to track and stay in compliance with the FMLA rules and regulations.
- Coordinates employee workers' compensation insurance. Assists employees in completing accident report forms and completes appropriate claim forms for the college.
- Maintains in-depth knowledge of the rules and regulations associated with the Affordable Care Act (ACA). Responsible for tracking work loads of part-time employees and implementing a tracking system necessary to stay in compliance with ACA.
- Assists with the maintenance and management of the College's employee records.
- Responsible for the development of salary surveys.

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- Prepares internal and external workforce demographic reports.
- Maintains, communicates, and educates employees regarding HR benefits and compensation.
- Provides technical assistance to employees on the processing of employment actions and assists employees and retirees with fringe benefits enrollment, coverage, and TSC policies.
- Prepares reports using query tools and the College's enterprise system and other software, including Excel, for institutional reporting, including IPEDS.
- Oversees the preparation of surveys and Federal and state reports.
- Responsible for the supervision of professional and support staff within the scope of responsibilities.
- Serves as a technical advisor to the College employees and supervisors on human resources matters, applying technical and professional expertise in the resolution of issues.
- Provides assistance to employees using the College's enterprise system, Colleague.
- Completes federal and state compensation and employee workforce reports and surveys.
- Works with the College's Information Technology Services staff in the testing of HR Administrative software.
- Assists the Chief Human Resources Officer with department budget.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Must exhibit highest professional integrity and ability to work confidentially with discretion.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to work independently, according to established schedules and to complete assignments and projects, as per defined timelines.
- Skill in working effectively in a team environment with a customer service focus.

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- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Knowledge of employee insurance and retirement programs.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in human relations, personnel management, labor/industrial relations, public administration, business administration, or related field from an accredited college or university.
- Minimum of four (4) years of supervisory experience in human resources, which includes providing employees with benefit and compensation information and assisting employees in completing employment-related documents.
- Demonstrated experience in organizing, developing and implementing processes and guidelines in an educational setting and managing a high volume workflow office.
- Experience working effectively in a team environment with a customer service focus.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Master's degree in a related field from an accredited college or university.
- Work experience in human resources at a community college setting.
- Experience in the SACSCOC accreditation process.

### **Certificates and Licensures**

- None required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties

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of this job, the employee is frequently required to sit. The employee is occasionally required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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**Notes:**

The duties listed are intended only as illustrations of the various types of work that may be performed. 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas / Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Bachelor's degree in business, human relations or related field from an accredited college or university?
  - Yes
  - No
3. \*Do you have at least three (3) years of work experience in a supervisory-level position, which includes providing employees with benefit and compensation information and assisting employees in completing employment-related documents?
  - Yes
  - No
4. \*Do you have demonstrated experience in organizing, developing and implementing processes and guidelines in an educational setting and managing a high volume workflow office?
  - Yes
  - No
5. \*Do you have experience working effectively in a team environment with a customer service focus?
  - Yes
  - No
6. Do you have a master's degree in a related field from an accredited college or university?
  - Yes
  - No
7. Do you have work experience in human resources at a community college setting?
  - Yes
  - No
8. Do you have experience in the accreditation process?
  - Yes
  - No