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**JOB DESCRIPTION: Sr. Director Total Rewards**

**Job Title: Sr. Director, Total Rewards**

**Department: Human Resources**

**Supervisor: HR Chief People Officer**

**FLSA Status: Exempt**

**Prepared By: TDM**

**Prepared Date: 11/3/2022**

**Approved By:** KM

**Approved Date: 11/7/2022**

**Position Title: Sr. Director – Total Rewards**

**Responsibilities:**

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* Direct the overall compensation and benefits function to ensure programs are competitive, balanced and achieve desired behaviors and results that are closely aligned to business strategies
* Lead the annual compensation planning cycles, providing expert advice on the design, development, and administration of Executive Compensation, Physician Compensation, and team member compensation programs, salary structure, base salary adjustments, and short and long-term incentive plans.
* Ensures the competitiveness of compensation and benefits programs by overseeing the participation in and collection of market surveys. Develops recommendations for changes as needed, assesses internal equity and implements changes as appropriate.
* Designs, implements, and participates in the administration of the compensation and benefits programs that support the strategic objectives of the Company. This includes, but not limited to: executive compensation (including long and short-term incentives), sales/bd compensation, job evaluations and pricing, wage and salary administration, health and welfare benefits, work/life benefits, relocation programs and financial security/retirement benefit programs.
* Collaborate and partner with leadership to understand the challenges related to compensation, benefits, and other reward programs and key issues in attracting, motivating and retaining high quality, diverse talent across different business verticals.
* Drive operational excellence and innovation in all areas of responsibility
* Collaborate and consult with HR Business Partners and Talent Acquisition on offers, promotions, transfers, and develop policies and guidelines to support continued growth.
* Active involvement with M&A activites.

**Required Knowledge and Qualifications:**

* Bachelor’s degree in Human Resources, Labor Relations, Business or related field required. Master’s degree preferred
* 10+ years of progressive experience in Total Rewards
* Success in creating and articulating ideas and plans to both executive management and peers in the context of business priorities and needs
* An experienced manager of people, programs and ideas
* Able to evaluate, design and recommend compensation and benefit programs based on market assessment and business strategy
* Understanding of equity offerings
* Excellent strategic, analytic and financial skills. Demonstrate both the art and science of compensation
* Demonstrated ability to anticipate future trends/consequences and create innovative strategies
* Has a mindset of continuous improvement
* Demonstrated experience providing coaching to Business leaders and Human Resources
* Demonstrated ability to develop strong partnerships and influence resources outside one’s direct responsibility
* Strong communication skills; ability to work effectively with all levels in the organization
* Previous M&A experience

**What You'll Do**

* Create, manage and administer innovative, compelling total rewards programs in a fast-paced environment.
* Establish, build and maintain strong relationships with leaders across the company to ensure that all total rewards programs support the organization's strategic objectives.
* Partner with other G&A teams including Finance, Payroll, Legal, Equity Administration, and Physician Compensation to develop and efficiently deliver comprehensive programs for managers and employees.
* Identify compensation and benefit differences by region and integrate these into clear, total rewards strategy
* Review and analyze employee survey feedback on compensation and benefits
* Work closely with HR Partners, Talent Acquisition, and key business leaders on compensation for new hires, promotions, transfers, and on-going job leveling, allowing for dynamic changes as the market demands.
* Lead the annual benefits renewal and open enrollment cycles including market analysis, plan design, cost modeling, stakeholder management, communication and system configuration.
* Lead the team through regular benchmarking cycles to analyze and assess market data, industry trends, and best practices to create market competitive reward packages.
* Own relationships with outside vendors and consultants to assist in benchmarking, analysis and plan design recommendations.

**What You'll Bring**

* A commitment to add to our culture of DEI
* 8+ years' experience in total rewards including compensation and benefits,
* Proven experience creating and managing innovative, compelling compensation and total rewards programs in a fast-paced environment; skilled at interpreting business needs and making decisions based on emerging priorities
* Strong analytical skills with the ability to translate data and trends into key insights and recommendations; financial prowess and ability to build and manage budgets, build predictive and projective models, full understanding of equity practices, accounting and taxation, etc.
* Proven ability to track, prioritize and drive to success multiple concurrent projects; demonstrated expertise as an executor, with strong operational background
* Demonstrated ability to lead and influence across multiple levels of an organization on key compensation and benefits topics; excels at openness and flexibility with internal clients, balanced with maintaining consistency in total rewards philosophies and practices
* A skilled communicator, able to operate with transparency with our employee population while educating them on our compensation philosophy and benefits
* Excellent interpersonal skills, including written and verbal communication skills
* Highest level of integrity and management of confidential information
* Ability and desire to work strategically as well as hands-on.

**Competencies:**

* To perform the job successfully, an individual should demonstrate the following competencies:
* Analysis/Problem Assessment – Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.
* Coaching - Facilitating the development of other's knowledge and skills; providing timely feedback and guidance to help them reach goals.
* Compassion - The responsibility to put a patient's or person's interests first, including the duty not to harm, deliver proper care, and maintain confidentiality.
* Compliance - Employee has satisfactory completed employers required compliance training. Employee is able to demonstrate an understanding of employers Code of Conduct.
* Communication - Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience. Good listening skills.
* Developing Organization Talent - Developing indirect reports' skills and competencies by planning effective development activities related to current and future jobs.
* Follow-up - Establishing procedures to monitor the results of delegations, assignments, or projects; taking into consideration the skills, knowledge, and experience of the assigned individual and characteristics of the assignment or project.
* Individual Leadership/ Influencing - Using appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers, and supervisors) toward goal achievement; modifying behavior to accommodate tasks, situations, and individuals involved.
* Initiative - Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive. Practices self-development.
* Integrity - Maintaining and promoting social, ethical, and organizational norms is conducting internal and external business activities.
* Judgement/ Problem Solving - Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.
* Maximizing Performance - Establishing performance/development goals, coaching performance, providing training, and evaluating performance.
* Patient Service Orientation - Proactively developing patient/customer relations by making efforts to listen and understand the customer and their needs (both internal and external); anticipating and providing solutions to customer needs; giving high priority to patient/customer satisfaction. Ensures appropriate follow up and is their advocate in determining solutions. The employee uses a variety of communication techniques to effectively express thoughts and ideas and to understand or influence.
* Planning and Organizing/ Work Management - Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.
* Results Driven & Execution - Accountable for meeting or exceeding individual and/or department goals and objectives. Committed to producing results that will achieve company objectives. Sets priorities and organizes time to meet or exceed goals, follows up, and takes personal responsibility for results whether they are positive or negative.
* Teamwork/ Collaboration - Working effectively with team/work group or those outside formal line of authority (e.g., peers, senior managers) to accomplish organizational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organization or team. Listens to others and values opinions.

**Qualifications**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills**

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Athena Database software; Microsoft Spreadsheet software and Microsoft Word Processing software.

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

The noise level in the work environment is usually moderate depending on the business activity of the office.

**Receipt and Acknowledgment:**

I acknowledge and understand that:

• Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

• The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

• Job duties, tasks, work hours and work requirements may be changed at any time.

• Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Home and the Corporation.

• I have read and understand this job description.

Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_