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## **JOB DESCRIPTION**

### POSITION TITLE: Benefits and Compensation Manager

#### REPORTS TO: Vice President of Human Resources

**PRIMARY FUNCTION:** Oversees the administration of St. Olaf College benefits plans, benefit compliance and the College’s classification and compensation program, and staff evaluation and development. Monitors benefits, salary structures and ensures that policies, procedures and programs are in alignment with St Olaf’s overall strategic objectives and Human Resources vision.

**AREAS OF RESPONSIBILITY:**

1. Research and make recommendations to the benefits committee on increasingly complex benefit and insurance plans and keep up to date on competitor benefits packages
2. Provide orientation to new employees on all benefits including coverage levels, costs, relation to other benefit programs (i.e. flexible spending accounts)
3. Manage the enrollment process in all benefit plans and work with vendors to ensure most comprehensive, cost effective plans for St. Olaf College. Resolve issues pertaining to employee benefits.
4. Track regulatory changes that affect benefit plans, and keep all plans compliant.
5. Maintain Summary Plan Descriptions and update plan documents when changes occur. Preparation of all reports for annual reporting requirements (i.e. ERISA, Summary Annual Reports, etc.).
6. Administer benefit and salary surveys, analyze and present survey data.

1. Provide innovative recommendations and solutions to control healthcare cost.
2. Create a wellness strategy and implementation plan that reduces healthcare costs to the College.
3. Manage requests for compensation survey information; analyze and summarize survey information and provide recommendations for pay and range adjustments.
4. Manage and administer the Annual Compensation Program, including recommendations on wage adjustments and promotions.
5. Manage and administer annual performance review process for all staff employees.
6. Oversee employee relations as it pertains to performance reviews for all staff employees.
7. Other special projects as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position will have direct supervision to the Benefits Assistant and will ensure accurate payments and tracking of vendor invoices.

**CONTACTS:**

Internal: President and President’s Leadership Team, Faculty and Staff

External: Legal Counsel, College Associations, vendors and general.

**EDUCATION: Essential:** Bachelor’s degree

 **Desirable:** Master’s degree in Human Resources or related field

**EXPERIENCE: Essential:** 5 years of directly related benefit administration and compensation experience is required.

 **Desirable:** 5 - 8 years of benefits management experience, knowledge of relevant legal and compliance issues; Government regulations as they apply to compensation base salary; policies and operations. Talent management and training and development experience is a plus.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge** – Working knowledge of federal and state employment laws and compliance; excellent customer service and interpersonal skills with the ability to receive and relay information in a tactful timely manner. The person will have a working knowledge of principles and procedures for the administration of benefits and compensation systems.

**Skills** – Good presentation and writing skills. Lawson (HRIS), advanced computer experience in Excel and other Microsoft products.

**Abilities** – Ability to maintain complete confidentiality and act with responsibility in a fast paced, service-oriented setting; exceptional organizational skills; be highly productive, and have exceptional attention to detail. The ability to adapt to changing needs of the department and the College. Handle accurate data collection and analysis, as well as maintaining accurate employee records.

**PREREQUISITE(S):** Background Check

**PHYSICAL DEMANDS:** Sitting, standing, lifting, bending, reaching, etc.

**WORKING ENVIRONMENT:** Normal office

**WORK SCHEDULE:** FTE: 1.00

 Term: Full year

 Shift: Monday – Friday 8 a.m. – 5 p.m.

**APPROVAL**: Michael Goodson

**DATE**: March 2014