



**Job Title: Director of Compensation and Benefits**

**Department:** Talent Management  
**Reports To:** Chief Talent Officer  
**Grade:** BG-11  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center and Enrollment Center  
**Current Date:** November 9, 2017  
**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Responsible for the design, implementation, and ongoing evaluation of the organization's compensation programs and benefit programs. Works with district leadership to ensure that benefit and compensation strategies and programs support the district's long term objectives and meets all legal requirements.

- The Director of Compensation and Benefits is responsible for the design, oversight and administration of all employee compensation and benefits programs. This would include developing the appropriate salary infrastructure and leveling for the organization, salary administration, executive compensation and recognition programs. This role is also responsible for developing, recommending and implementing creative and cost effective, new, or modified plans and policies that provide a competitive employee value proposition and are sound business decisions for our organization. The Director, will supervise the administration of all plans, propose changes, ensure regulatory compliance and ensure effective HRIS integration.

- The Director will oversee the compensation function; planning, developing and implementing employee and executive compensation programs, establishing programs to support the organization's goals and competitive practices. The Director ensures data integrity as well as compensation and benefit plan compliance with the district's policies, procedures and stays abreast of all applicable local, state and federal laws.
- The Director will be a strong advocate and keeper of company culture; will be responsible for building a strategy to strengthen the overall district recruitment and retentions strategies, offering to attract and retain high caliber talent.

**Minimum Qualifications:**

- Bachelor's degree in human resources, business management or equivalent experience
- Minimum of eight years of progressive managerial experience
- Minimum of five years benefits and/or compensation experience
- Minimum of five years human resource / payroll systems experience

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

Compensation Duties

- Works with district leadership to develop long term strategies for compensation and benefits to support the districts strategic objectives.
- Plans, develops, recommends and implements new and revised compensation programs, policies and procedures to be responsive to district goals and competitive practices as well as providing a competitive advantage with surrounding districts, business organizations and neighboring states.
- Directs staff engaged in the compensation and benefits department's programs; including job evaluations, development of job descriptions, salary recommendations, benefits and incentive programs.
- Assist district leadership in the preparation of position creations and deletions and is responsible for the preparation of position creations and deletions information for board approval.
- Administers the process for job upgrades and requests for employee compensation review.
- Ensure services are in compliance with professional recordkeeping, reporting standards, state and federal regulatory requirements and laws including compliance with Fair Labor Standards Act to properly classify jobs as exempt or non-exempt.
- Responsible for ensuring thorough audits, legal reports and personal interactions that district compensation programs are consistently administered in compliance with district policies and government regulations.

Benefits Duties

- Responsible for directing and planning the day-to-day operations of group benefits programs (group health, dental, vision, disability, life insurance, flexible spending plans, 403(b) plans, COBRA administration, and oversee maintenance of employee benefits records).
- Researches employee benefits plans and vendors to identify those that present the best value. Design, recommend and implement new benefits programs.

- Responsible for planning and coordinating with vendors to support district sponsored wellness activities such as flu immunizations and wellness examinations.

#### Human Resource Information System Duties

- Responsible for the following functions on the human resource / payroll system (Munis)
  - HR/Payroll security (Munis “roles”)
  - Workflow
  - Employee Self Service Access
  - Responsible for updating and maintaining all teacher rate tables in the HRIS.
- Responsible for maintaining data integrity in the HRIS system.
- Responsible for annual employee contract preparations and tracking of signed contracts.
- Responsible for submission of required state personnel reports.

#### Other Duties

- Responsible for preparing the annual employee contract data information and employee contract calendar.
- Contact with Equifax for employment verifications.
- Administrator for the E-Verify process.
- Responsible for managing the leave of absence process.
- Contact for insurance vendors wanting to provide their product to our employees and have the premium paid by payroll deduction.
- Perform other tasks, duties, or services consistent with this position as assigned.

#### Managing Projects and Priorities

- Functions as a strategic senior technical expert within the department.
- Develops specific goals and plans to prioritize, organize, and accomplish work.
- Champions leaders’ vision for product and service delivery.
- Makes and executes the necessary decisions to keep moving forward toward achievement of goals.
- Provides direction and assistance to other teams regarding projects.
- Determines priorities, schedules, plans and necessary resources to promote completion of any projects on schedule.
- Analyzes information and evaluates results to choose the best solution and solve problems.
- Reviews vendor proposals and selects appropriate vendor for services/technologies/hardware.
- Thinks creatively and practically to develop, execute and implement new project plans.
- Generates and provides accurate and timely results in the form of reports, presentations, etc.
- Plans, develops, implements, and evaluates the quality of operations.

#### Delivering on the Needs of Key Stakeholders

- Understands and meets the needs of key stakeholders.
- Communicates concepts in a clear and persuasive manner that is easy to understand.
- Demonstrates an understanding of business priorities.
- Supports achievement of performance goals, budget goals, team goals, etc.

#### Providing Technical Support and Consultation

- Provides technical expertise and technical leadership within own and other teams.
- Provides recommendations to improve the effectiveness of processes and programs.
- Demonstrates advanced knowledge of job-relevant issues, products, systems, and processes.
- Demonstrates advanced knowledge of function-specific procedures.

- Applies knowledge/judgment to achieve business goals.
- Foresees, identifies and resolves problems.
- Keeps up-to-date technically and applies new knowledge to job.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of federal law concerning minimum pay.
- Knowledge of federal law concerning classification of job duties as exempt or non-exempt.
- Knowledge of job evaluation processes.
- Ability to use Excel to provide ad hoc information from the human resource / payroll system.

**Supervisory Responsibility:**

- Manages all employees in the compensation and benefits office.
- Responsible for the performance management and hiring of the employees within the department.

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours.
- Normal effort of occasional periods of light physical activity.
- Performs other reasonable duties as required for this position.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request.