

## TOTAL REWARDS DIVISION LEADER

### NATURE OF WORK

This is professional and management work leading the activities of the Total Rewards Division of the City-County Human Resources Department.

Work collaboratively with leadership, management and employees across the City of Lincoln and Lancaster County to drive the administration of the total rewards program. This includes designing, planning, and implementing benefits, compensation programs, policies, and procedures. This position serves as a key resource for advising employees and leaders on benefit and compensation concerns. Serves as a member of the Human Resources leadership team, contributing to the advancement of the department's vision and mission. Work is performed with considerable independence and is reviewed by the Human Resources Director through conferences and results achieved. The incumbent will lead the Total Rewards Team.

### EXAMPLES OF WORK PERFORMED

Leads the research and development of employee compensation, benefit, and pension plans; identifies and assesses competitive benefits, compensation, and rewards programs that strengthen the organization's ability to attract and retain employees and deliver desired results to the organization.

Designs, evaluates, and modifies compensation policies to ensure that programs are current, competitive, and in compliance with internal and external requirements; utilizes compensation surveys to determine compensation trends and makes recommendations to support staff engagement and retention strategies.

Builds and nurtures relationships with internal and external stakeholders; works effectively with actuaries and auditors.

Analyzes benefit plan results and initiates appropriate action to facilitate desired benefit plan performance; create an engaging experience during benefit enrollment.

Identifies and implements best in class practices; assists other Human Resource staff by making total rewards a part of the talent acquisition and management process, training programs and employee relations.

Manages, advises and coaches the Total Rewards team; models collaboration to achieve shared goals.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices used in compensation, benefit and pension administration.

Thorough knowledge of the compensation trends in the community and with public sector employers.

Thorough knowledge of the functions of government in a municipality.

Ability to recommend alternatives relating to compensation, benefit, and pension programs.

Ability to build partnerships and work collaboratively with others to meet shared objectives.

Ability to maneuver through complex policy, process, and people-related organizational dynamics.

Ability to develop and deliver multi-mode communications that convey a clear understanding of needs.

Ability to hold self and other's accountable to meet commitments.

#### DESIRABLE QUALIFICATIONS

Possession of Human Resources certifications including, but not limited to Society of Human Resource Management Certification and/or Professional in Human Resources.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Human Resources, Business or Public Administration, Finance or related field and at least five years of experience in the administration of employee compensation and benefits plus five years of leadership experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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