

# Senior Director, HR Total Rewards

## Position Summary

The Sr. Director, HR Total Rewards position is a strategic role designed to manage best in class compensation, benefits and wellness programs to support the University of Virginia. This Sr. Director-level position is responsible for leading and overseeing all strategic initiatives across the Total Rewards team. Functions within the team include health plan oversight, development of guiding principles for total rewards, the strategy for designing and implementing all total rewards programs, program design, and administration, including communication and compliance. The incumbent will report to the Assistant Vice President, HR IMPACT & Decision Support and lead a team of Total Rewards program professionals.

## Responsibilities and Duties

- Develop and execute strategic plans for total rewards, to include compensation, benefits, and wellness
- Design, administer and oversee all total rewards programs, to include compensation, benefits and wellness, and manage the total rewards team
- Develop annual budget projections for all rewards programs
- Manage all third party vendors for compensation, benefits & wellness, including those responsible for market surveys or compensation software and market pricing tools
- Oversee programs related to total rewards whether run by third party vendors or internal resources
- Ensure and oversee systematic audits for compliance including but not limited to FLSA, ACA, GINA, EEOC, and ADA
- Direct the appropriate compensation, benefits & wellness inputs for the HR technology solution and participate in technology programming and upgrades
- Convene the Benefits Oversight Committee and support other related committees such as the Medical Center Compensation Committee, as needed
- Work collaboratively with HR Solution Center to respond to requests and questions
- Oversee the University's HIPAA privacy compliance obligations (including serving as, or designating a, HIPAA privacy officer) and partner with the University's HIPAA security officer

## Functional Area Outcomes

- Competitive and affordable benefit plans
- Strategically focused plan development to foster a healthy workforce, while managing financial investment
- Demonstrated value of wellness and other health programming
- Increased participation in supplemental retirement savings programs
- Improved benefit decision support tools
- Effective management of regulatory compliance risk
- Optimized benefit administration efficiency

## Knowledge, Skills and Abilities

- Work with senior level management and gain support for ideas
- Set competitive compensation, benefits, and wellness design and strategy
- Confidently make decisions in times of uncertainty
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the total rewards team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Incorporate knowledge of HR systems, compensation planning and benefits/wellness-related technologies
- Use strong organizational and presentation skills
- Use and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress

## Minimum and Preferred Qualifications

**Required Experience:** 7 years of relevant experience

**Preferred Experience:**

- Oversight of self-funded group health plan(s) and/or experience in either an academic or healthcare environment
- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with lean methodology, project management, program management, cloud technology, vendor management, and HR domain

**Required Education:** Bachelor's degree

**Preferred Education:** Master's degree

**Preferred Certifications:** CCP or CEBS

**Preferred Computer Applications:** Microsoft Office