Position Description

Position Title: Director of Total Rewards
Department: Human Resources
Reports To: Senior Vice President Human Resources
FLSA Category: Exempt
Job Status: Full-Time Regular
EEOC Job Group: Professionals

SUMMARY:
Reporting to the Senior Vice President of Human Resources, the Director of Total Rewards serves as a strategic human resources leader and will be responsible for the design, implementation and communication of the ASRC Total Rewards Strategy. The Director is responsible for ensuring all of our reward programs, including Benefits, Compensation, and HRIS systems and competitive, sustainable, scalable, and have an impact on the long and short term performance of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Provides strategic and operational leadership in the design, development, implementation, administration, and communication of our Total Rewards programs including health, welfare, wellness, retirement, base pay, incentives, and other rewards and perquisites.

2. Develops Total Rewards philosophy and supporting policies and practices.

3. Partners with corporate and subsidiary leadership to leverage compensation and benefits programs to meet organizational objectives.

4. Analyzes current rewards programs to ensure they align with our business strategy and ensures that our rewards programs optimize our ability to attract top talent. Analyzes the market competitiveness and cost-effectiveness of our compensation and benefit plans to ensure they optimize our ability to attract and retain top talent.

5. Leads the development and management of our HRIS systems to enhance our HR reporting/analytics capabilities.

6. Maintains current knowledge of related government rules and regulations, including the Employee Retirement Income Security act (ERISA), FLSA, FMLA, ADA, COBRA, OSHA, Worker’s Compensation, and other applicable Labor and/or Tax laws and regulations; fulfills compliance and reporting requirements.

7. Oversee the management of our benefits vendor relationships, benefits contracts, and bid negotiation.

8. Oversee the design and administration of compensation programs including base pay, variable pay, merit, compensation planning, and market analysis with a focus on continuous improvement.

9. Provides supervision and training of direct reports.

10. Drafts written communication and enrollment materials, prepares for and conducts benefits
conference calls, revise benefit summaries, revises benefit orientation documents, insures distribution and receipt of documents and process changes with vendors.

11. Is a cultural champion, emulates A Player attributes, and drives culture throughout the organization.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises staff within the Compensation/Benefits and 401(k) Administration. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving issues with department staff.

**QUALIFICATIONS:**
To perform this position successfully the applicant must demonstrate a track record of success in developing and implementing successful and creative compensation programs. Requires strong technical, managerial, and team building skills with the ability to balance tactical and strategic responsibilities.

**EDUCATION and/or EXPERIENCE:**
1. Strong knowledge, understanding, and sensitivity to the Inupiat Culture.
2. Bachelor’s degree from a four-year College or University.
3. 8-10 years of related experience; or equivalent combination of education and experience.
4. A minimum of 5 years designing and implementing Total Rewards Programs (Compensation, Benefits, HRIS systems).
5. 3+ years people management experience.
6. Previous experience with Oracle a plus.
7. Previous success navigating an organization through CDHP Plan implementation highly preferred.
8. Comprehensive knowledge of benefits programs (Health, 401K, etc.) and experience working with external vendors.
9. Experience developing and/or managing executive compensation plans strongly preferred.
10. The ability to influence and present to the Board of Directors.

**PHYSICAL DEMANDS:**
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. 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 talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The work environment is in a busy office/computer laboratory setting. The noise level in the work environment is usually quiet. The incumbent may be required to travel in small and large commercial fixed wing aircraft.

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

NOTE: This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

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All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities and of the group health plan’s policies and procedures that impact on their job duties. Training on the requirements of the HIPAA Privacy Rule and the plan’s health information policies and procedures under the direction of the plan privacy officer is a prerequisite for this position.

Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.

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Prepared By _________________________________      Date: ________________

Reviewed/Approved By _______________________        Date: _______________

Statement by Employee: I certify that I have received a copy of this job description and that I am able to perform the essential functions of this job, with or without accommodation. If an accommodation is advisable, desired, or required, I understand it is my responsibility to inform my supervisor of this need. I understand that a copy of the signed acknowledgement will be filed in my personnel record.

________________________________________      Date: _______________

(Printed Name of Employee)
(Signature of Employee)

| FOR HR USE ONLY: | 1. File original in Employee Personnel File | 2. Copy to Employee |