Assistant Director, Benefits and Compensation

**Definition of Class**
This is a supervisory position in which the incumbent manages activities associated with the University’s benefits and compensation programs. The incumbent oversees the coordination of insurance and retirement programs, administration of workers compensation and donated leave, and the evaluation of compensation and classification plans; assists support staff and administrators with employee relations issues; coordinates special projects; and ensures compliance with University policy and state and federal regulations. This position reports to the Director of Human Resources.

**Examples of Work Performed**
Serves as the University contact person for the resolution of problems concerning employee benefits; serves as intermediary with vendors, and acts as an advocate for employees in the resolution of enrollment problems involving benefit providing agencies.

Manages and coordinates retirement processes and procedures to include Public Employees’ Retirement System (PERS), Optional Retirement Plans (ORP), Tax-Sheltered Annuities, ROTH 403b, and Deferred Compensation Programs.

Monitors University compliance with compensation plan policies. Maintains and revises compensation policies and procedures.

Manages the planning and implementation of new benefits programs.

Oversees the administration of workers’ compensation, donated leave, and controlled substance testing to ensure compliance with University policy and state and federal regulations.

Manages and coordinates retirement processes and procedures. Provides consultation to retirees and prospective retirees regarding the retirement process; addresses questions concerning the preparation of retirement applications.

Develops methods to effectively communicate benefit programs to employees. Oversees the coordination of new employee orientation, open enrollment, and annual benefits fair.

Oversees University’s participation in local, regional, and national salary surveys. Identifies appropriate peer groups for salary comparisons. Develops analytical procedures and interpretation methods for salary survey data.

Interprets decisions made by Congress and the Mississippi Legislature; assists in the implementation and administration of related policy changes when necessary.

Resolves conflicts or other problems affecting University employees. Provides consultation and explanation to the University community on personnel policies and procedures.

Serves as HIPPA Compliance Officer.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages employee insurance programs. Develops specifications and prepares Requests for Proposals.

2. Manages and coordinates retirement processes and procedures to include PERS, ORP, Tax-Sheltered Annuities, and Deferred Compensation Programs.

3. Manages the University’s compensation/classification plan, workers’ compensation, donated leave, and controlled substance testing.

4. Provides direction in the preparation, participation, and analysis of various survey instruments related to the compensation of University employees.

5. Assists support staff and administrators with employee relations issues.

6. Coordinates and manages special projects for benefit and compensation personnel.

7. Assists in the formulation and administration of University Personnel policies and procedures.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle, or feel; climb, or balance, stoop, kneel, crouch, or bend; and reach with hands and arms. Incumbent is occasionally required to taste, or smell; and run.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university in Public Administration, Business Administration, Educational Administration, Human Resources Management or a related field.

- **AND**

- **Experience:** Three (3) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.