

Job Description:

Position Title: Director of Total Rewards

Department/School: Department of Human Resources

Starting Salary Range: Commensurate with skills and experience

Work Year/Schedule: 232 Days/year

Application Due Date: Open until filled

POSITION SUMMARY:

The Denver Public Schools (DPS) is a nationally-recognized leader in the design of innovative compensation and benefits structures, including its nationally-recognized pay-for-performance program for teachers and administrators, aimed at attracting and retaining the very best educators and professionals to serve Denver kids. DPS is currently seeking a talented individual to lead the development and implementation of a Total Rewards strategy that will further support our efforts to attract and retain the best to DPS. The Director of Total Rewards will report directly to the Chief Human Resources Officer and will be responsible for demonstrating thought leadership on the development of total rewards methodologies and approaches, leading the implementation of new projects and initiatives and directing the service delivery of the compensation and benefits teams.

RESPONSIBILITIES:

Responsible for the development, implementation, and administration of compensation programs, health and retirement plans for Denver Public Schools. Responsible for related data management. Manages the compensation and benefits team.

ESSENTIAL JOB FUNCTIONS:

- Develop, communicate and administer competitive total rewards strategies, including compensation, benefits, retirement, engagement and other work experience programs, that are cost effective and consistent with labor market trends and organizational objectives.
- Ensure compliance with all governmental regulations related to compensation and benefits programs.
- Provide leadership to and direct supervision of total rewards team members through effective coaching and performance management.
- Resolves disputes and communicates with clients in cases that cannot be routinely handled by members of the total rewards team.
- Oversee the review, communication, and implementation of the annual benefit programs open enrollment process and the annual total compensation review.
- Implements FMLA, District leave and ADA procedures in compliance with District policy, federal and states notices, forms, authorizations, etc. Provide related management support and training.
- Other duties as assigned.

REQUIREMENTS:

- Bachelor's degree in Business Administration, Finance, Human Resource Administration or other related field.
- Prior Human Resources experience preferred, including significant experience in the design and implementation of complex compensation and benefits programs.
- Knowledge of ERISA, HIPAA, COBRA and emerging regulatory issues preferred.
- Strong written and oral communication skills.
- Ability to work effectively within a team environment.
- Strong attention to detail.
- Demonstrated proficiency with Microsoft Office products including Word, Excel and Outlook and experience using Human Resources Information Systems.
- Attention to detail, ability to communicate effectively and tactfully with all levels of employees and managers.
- Ability to professionally handle confidential material and associated issues.
- Strong team player and willingness to assist team members as needed