**Position Number:** 00025109

**Department:** SGCHAN

**Campus:** University Services / Governance

**Date of Issue:** March 2022

The Vice President, Total Rewards is responsible for strategically designing, developing, deploying and operationalizing the benefits and compensation programs to ensure they meet the needs of our employees and align with the business needs of the organization.

* Lead efforts to regularly analyze market competitiveness and cost-effectiveness of our benefits and compensation plans.
* Develop creative ways to incentivize our employee population towards wellness and preventative care.
* Partner with system executive teams, campus and labor teams, and HR teams to proactively identify opportunities, drive initiatives and use an innovative approach to ensure our rewards and practices are competitive, cost effective and in compliance with legal and regulatory requirements.
* Design, develop, and deploy education for leaders and employees about the system’s compensation philosophy, programs, and practices.
* Build and lead highly functioning teams, both within their reporting structure and those outside of their direct report, who partner with system leadership, campus leadership, HR leadership and staff within HR to create the total rewards of compensation and benefits strategies, programs, and services.
* Collaborate with CHRO and Finance and other appropriate stakeholders on incentives, annual performance targets and budget.
* Serve as a key advisor and collaborator to the Labor Relations team during times of bargaining and contract negotiation.
* Continuously evaluate strategically, at least annually, the effectiveness of UMS’ total rewards programs to ensure alignment with our business and talent strategies and quickly monitor market trends to make recommendations for changes.
* Ensure and validate regulatory compliance of programs including retirement health, welfare, wellness, base pay, vendor contracts, incentives, and other rewards programs.
* Work closely with HRIS in the development of effective technology that enables leaders and reporting systems for Total Rewards reporting and analytic capabilities.
* Oversight of the management of the benefits vendor relationships, benefits contracts, and bid negotiation.
* Manage, coach, and develop staff members within the Employee Benefits Center, Payroll, HRIS, and Compensation teams.

Reporting Relationship: Reports to the Chief Human Resources Officer

Required Qualifications:

* BA or BS in Business, HR or related field
* 10+ years in Human Resources or a similarly related field leading teams and demonstrating progressive knowledge and experience in Compensation and Benefits.
* 5+ years designing and implementing system level Total Rewards programs
* 5+ years of formal leadership experience
* Demonstrated experience in continuous improvement processes, initiatives and lean activities to improve organizational effectiveness

Preferred Qualifications:

* Advanced degree in relevant field preferred
* SPHR or SHRM-SCP preferred Certified Benefits Professional# (CBP) and or Certified Compensation Professional (CCP) preferred.
* Strong change management and communication experience in deploying large scale compensation Well-developed technical, managerial, and team building skills with the ability to balance tactical and strategic responsibilities Strong business and financial acumen with excellent communication, interpersonal and collaborative skills across all levels, possessing an ability to persuade and influence.
* Experience improving systems and processes, building credibility with line clients, focusing on continuous improvement, measurement and best practice assessment.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures:

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: Date:

Immediate Supervisor: Date: