

CLIENT OVERVIEW

The client is a well established engineering firm that offers civil engineering services, and innovative management solutions for transportation, governmental services, water, land development, environmental processes and construction.

POSITION OVERVIEW

The Human Resources Supervisor-Total Rewards is responsible for the strategy and delivery of Total Rewards for the Company. This position leads the design and implementation of Benefit, Wellness, Leave and Compensation programs, policies and procedures. In addition, this position supports a variety of functional areas within Human Resources including, but not limited to, HRIS and records management, 401(k), employee onboarding and training, policy implementation, Human Resources intranet site management, leave administration, attrition, compliance reporting (EEO, ACA, OSHA), and execution of merit, bonus, and performance management cycles. The Supervisor engages with internal stakeholders and external partners to align Total Rewards with Company strategy to attract, engage and retain talent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Benefits

- Designs and delivers employee benefits programs, such as group health plans, flexible spending accounts, health savings accounts, dental, vision, disability and life insurance.
- Serves as the primary benefits contact both internally and externally.
- Manages processes and procedures for benefit enrollments, changes and terminations.
- Oversees the processing and monitoring of leaves of absences, including FMLA, disability and workers' compensation in accordance with applicable State and Federal law.
- Ensures regular reconciliations of benefits and assists with escalated auditing matters.
- Audits benefit plans and invoices regularly and supports the preparation of 5500 reports.
- In close coordination with Human Resources leadership, actively participates in and leads annual benefits strategy meetings, making recommendations regarding plan design of benefits programs which support the company's strategic goals.
- Brings forward and implements process improvements, including system integrations.
- Resolves complex employee benefit issues.
- Remains knowledgeable of, advises on and executes in accordance with State and Federal legislation and regulations affecting benefits programs and leave entitlements.

Compensation

- Oversees and administers the company's compensation programs.
- Assists with setting merit pay guidelines and bonus criteria.
- Researches market trends and performs detailed compensation analysis.
- Makes recommendations for positioning salaries competitively with the market and equitably internally.
- Develops and maintains pay and grade structures that align with Company strategy.
- Provides compensation support and training for merit, bonus, promotions and adjustments as well as new hire offers.
- Participates in salary surveys and gathers relevant and up to date market data

EEO/Affirmative Action

- Oversees and completes required reporting for Affirmative Action (AA) and Equal Opportunity Employment (EEO).
- Analyzes AA/EEO information in coordination with HR leadership.
- Supports administration of company policies & procedures as it pertains to AA and EEO goals, including the creation and implementation of action plans, as appropriate.

Safety/Risk Management

- Acts as liaison with the company's workers' compensation company.
- Makes recommendations for and manages relationships with outside vendors for pre-employment screenings, including background checks.
- In coordination with the Fleet Administrator, supports the of the company's Motor Vehicle Safety Policy and execution of motor vehicle record reviews (MVRs) for covered employees.
- Ensures completion of OSHA 300 logs for each site.

Employee Onboarding and Offboarding

- Welcomes new hires and coordinates new hire onboarding training sessions.
- Identifies and implements opportunities to improve new hire and termination processes.
- Manages the new hire onboarding system.
- Implements process improvements relating to the onboarding and offboarding scopes.
- Serves as the main liaison with corporate departments, including IT, Finance, Marketing, Administration to communicate and coordinate activities relating to new employee hires and terminations.
- Coordinates with the local administrative staff members to ensure compliant completion of documentation required by the Immigration Reform and Control Act.
- Establishes processes and procedures to accurately track attrition.

Administration

- Serves as primary HRIS system administrator.
- Responds to audit requests and collects, tracks and reports on metrics in support of the Human Resources function.
- Monitors and may support data entry into systems.
- Directs compensation, performance management, learning management, benefits administration and leave activities and functions within applicable systems and processes.
- Maintains Human Resources page on Company intranet.
- Provides guidance for and leads the maintenance and management of personnel files and employee records in compliance with legal regulation and document retention policy.

REQUIREMENTS

- Bachelor's Degree in Human Resources Management, Business Administration and PHR or SHRM-CP certification preferred.
- A minimum of 6+ years of progressively responsible experience in Benefits and Compensation strategy and administration of FMLA and other leaves of absence, including STD and worker's compensation in a multi-state organization.
- Two years of experience in a supervisory role, preferred.

SKILLS

- Advanced knowledge of relevant regulatory and legal requirements and reporting.
- Demonstrated ability to communicate detailed and complex information successfully and with a high level of customer service, both in writing and verbally
- Refined time management skills and teamwork required to manage multiple tasks and completing priorities in a fast-paced environment.
- Professional and effective communication, persuasiveness, negotiation, and time management skills required to manage multiple, competing priorities in a fast-paced environment.
- Proficiency with HRIS software and MS Office suite required with the ability to create Excel spreadsheets, charts, presentations, and troubleshoot system issues.
- Experience with ADP Workforce Now preferred.