

# THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

<b>Job Title:</b>	Benefits, Compensation and HR Associate
<b>Reports To:</b>	Managing Director, Finance & Administration (MDFA)
<b>Employment Category:</b>	Exempt, Regular, Part-Time (3 days/week)

## **Compensation, Benefits & HR Associate Overview**

This position will partner in the design, implementation, communication and administration of the foundation's compensation, health and welfare programs, defined contribution and other benefit programs. This position also oversees Leaves of Absence administration and policy management, as well as systems administration and management of the Human Resources Information System (HRIS). The incumbent will partner with both Human Resources and Finance & Administration management, and will recommend compensation, benefit and HRIS solutions that meet the business and strategic objectives of an organization with less than 40 employees. Position will also provide administrative support for recruitment activities and the engagement of external trainers/coaches for the foundation, under the direction of the Chief People & Culture Officer.

Projected weekly hours: 3 days/week (~21-24 hours). 2 days per week in the office.

## **Essential Functions/Responsibilities:**

### ***Benefits Administration***

- Partners with MDFA in the design, development and administration of employee benefit and wellness programs including medical, dental, vision, life insurance, disability, flexible spending, and paid time off, among others.
- Ensures that the compensation and benefits programs support the foundation's strategic objectives and provides attractive and competitive programs for our employees in accordance with social and industry trends.
- Maintains records of benefit costs and compiles data for cost analysis. Works with Finance regarding accuracy of carrier billings and ensures enrollments are properly maintained and updated in HRIS.
- Works closely with insurance brokers and benefits consultants on annual renewals and benefits strategy. Oversees and administers all activities for employees, including open enrollment, employee changes, and on/offboarding for new hires and terminations.
- Manages all communications related to employee benefits and compensation activities, including preparing and conducting presentations for staff and leadership. Develops effective employee communications to improve understanding of benefit plans, including maintenance of information on internal Sharepoint sites.
- Manages the open enrollment process for all benefit programs, including the development of a timely communication plan utilizing various media and systems. Coordinates changes with brokers/vendors and ensures accurate reporting.
- Designs reports that monitor benefit costs and utilization. Provides leadership with data needed to understand trends and budget impacts.

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- In coordination with Human Resources, supports the administration and execution of all Leaves of Absences, including employee communications, legal compliance, and management of leave tracking related to FMLA, short- and long-term disability, and worker's compensation.
- Ensures policies regarding Leaves of Absence remain current and compliant, and that procedures regarding leaves and benefit continuation are consistently applied and effectively communicated.

## **Compensation**

- Manages all aspects of foundation's compensation programs. Partners with other members of HR, Finance, and Leadership to ensure positions are priced according to market and aligned with the foundation's compensation philosophy. Keeps accurate records and documentation in HRIS. Develops recommendations for compensation adjustments based on benchmarks and market trends.
- Provides guidance to managers, supervisors, and employees through interpretation of employee compensation and benefits programs. Compiles and communicates total rewards statements for employees.
- Continuously educates colleagues and management on current best practices and trends.
- Participates in compensation surveys conducted by third-parties. Researches published surveys to gather data on positions. Analyzes results to determine foundation's competitive position.
- Leads and manages annual compensation projects, forecasts, and salary budget development.

## **HRIS and Human Resources Support**

- Evaluates, maintains and implements HRIS solutions to support HR initiatives, including Predictive Index data management.
- Serves as HRIS system administrator.
- Supports the Finance and HR Leadership to ascertain organizational needs for payroll, benefits, human resources and employee information management.
- Supports the planning and implementation of HRIS system changes. Designs system specifications and makes recommendations to develop, enhance, and/or modify the HRIS systems, as needed.
- Documents all modifications and HRIS processes and drives best-practices. Ensures timely updates to job descriptions and HR policies under direction of HR.
- Prepares reports and analyses as necessary including workforce metrics.
- Oversees testing of the HRIS for upgrades, data conversation, and implementation of interfaces with other systems. Monitors the system to ensure proper functionality.
- Conducts training with staff as necessary.
- Serves as the main point of contact between the Human Resources Department, Payroll, IT, and vendors for all employment information system issues and employee requests.
- Supports the Chief People & Culture Officer with specific recruitment needs such as talent acquisition tracking, evaluation, and talent retention analytics. Provides administrative support for contracting with third-party coaches and trainers.

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- Performs other duties, special projects and activities as required by the foundation.

## **Education and/or Experience Required:**

- 2- 3 years of experience in Human Resources or related field and/or combination of education and experience equivalent to that level of professionalism, problem solving, and analytical skills required of the position.
- Relevant experience and practiced competencies over specific degrees or concentrations are highly valued. While a particular degree or field of study is not mandatory, candidates should demonstrate how their educational background and hands-on experience align with the requirements of the position.
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## **Knowledge, Skills and Abilities**

- Experience and knowledge of benefits and compensation program administration.
- Ability to map processes from end-to-end to identify gaps and improve efficiency.
- Detailed data management and analytical skills.
- Ability to independently identify problems to be solved.
- Proven project management, leadership and execution skills.
- Outstanding customer service and interpersonal skills.
- Warm, approachable collaborator.
- Excellent written, verbal and presentation skills.
- Highly proficient with HRIS systems, databases, reporting tools and MS Office, particularly Excel, with the ability to learn new software rapidly.

If you believe you are qualified and would like to apply, please submit your resume directly to: [Kyler Professional Search at kylerprofessionalsearch.com/jobs](https://kylerprofessionalsearch.com/jobs)

**Applications are not being accepted by The Heinz Endowments and must be sent directly to the recruiter via the application link.**

**Application Deadline:** September 27, 2024

**Compensation Range:** \$48,000 - \$53,000, commensurate with experience.