



**Port of Seattle**

**Title:** Total Rewards Manager

**Location:** Seattle, WA. POS Headquarters / Pier 69

**To apply please visit:** [www.portseattle.org/jobs](http://www.portseattle.org/jobs)

**PURPOSE:**

Provide leadership and direction to Total Rewards Specialists and guidance to Total Rewards Consultants as applicable. Ensure the Port's benefit programs are administered and managed consistent with Port goals and objectives, benefit plan documents, Port policies and procedures

**ESSENTIAL FUNCTIONS:**

*This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities may include, but are not limited to, the following:*

**Total Rewards Program Administration:**

- Direct administration of Port sponsored benefit programs including medical (self-insured and fully insured) and dental plans (self-insured), life and long term disability insurance plans, paid leave plans and flexible spending accounts. Ensure required documents are current, claims are correctly administered, internal processes support efficient administration of the plans, and that required filings are accurate and timely.
- Work with the Director to identify and evaluate options for enhancing benefits package in support of the Port's goal to provide a Total Rewards Package that is better than market and effectively supports retention and attraction of high performing employees.
- As a member of health care strategy team actively participate in discussions about plan design changes for the Port sponsored health plans, consider longer term changes to health plan offerings, and review financial performance of the health plans.
- Serve as the Port's Privacy Officer ensuring that HIPAA requirements are met, that related training is appropriate and current, that appropriate employees receive needed training.
- Direct work required to maintain accurate employee records in the HRIS system, ensure payments for employees' benefits are made timely and correctly, and that Port employees receive timely and accurate answers to their questions.
- Participate in developing communications plans and materials for Port benefits and as the benefits Subject Matter Expert provide accurate content for benefits related total rewards.
- Direct planning and execution of annual benefits open enrollment activities. Supervise staff to ensure employee enrollment and data changes are entered timely and accurately, and that plan enrollment data is accurately transmitted to vendors.
- Interpret total rewards policies and procedures for managers and employees. Research claim and vendor issues reported by employees; ensure timely and appropriate resolution.
- Partner with HR Technology and Payroll staffs to implement changes and updates to the Port's HRIS system.
- Manage relationships with vendors including insurance carriers, claims administrators and other plan administrators. Lead procurement processes to select new total reward program vendors and ensure efficient implementation.

- Provide off boarding guidance and information to employees separating or retiring from employment.
- Partner with the HR Director, Employee Health and Safety and others as appropriate to ensure effective coordination between health plans and the wellness program.
- As assigned, participate on project teams related to Total Rewards or HR topics, administer or lead administration of a variety of Total Rewards programs, and provide back up or support to the other Total Rewards Manager or team members.

#### **Leadership and Direction:**

- Ensure direct reports' performance plans are aligned with Port, HR and Total Rewards goals and objectives and are regularly reviewed. Ensure development plans are developed, regularly reviewed and updated to reflect departmental needs and individual goals.
- Ensure team members' work individually and collaboratively achieve departmental, team and work group goals.
- Ensure staff respond appropriately and timely to questions and concerns from employees.
- Monitor processes, seek ways to streamline or improve and ensure updated processes are coordinated with affected work groups.
- Participate in HR Extended Leadership Team (HR ELT) and partner with HR colleagues to establish and update department strategies, plan and/or execute cross functional activities.
- Provide direction to other Total Rewards staff as needed on special projects or benefit plans or programs.
- Assist in developing and monitoring the department expense budget.
- Back-up HR Director, Total Rewards as necessary.

#### **Labor Relations Support:**

- Partner with Labor Relations Managers to ensure benefits for union employees are interpreted accurately and administered consistent with collective bargaining agreements. Provide strategic guidance, as requested, to LR Managers when negotiating changes to the benefits offered within a collective bargaining agreement.
- Direct work of staff to ensure pay and benefit changes within collective bargaining agreements are coordinated with the Labor Relations, HRIS and Payroll teams and implemented in a timely manner.
- Ensure benefits specified in collective bargaining agreements, other than Port-sponsored benefits, are appropriately tracked and recorded and premiums or other payments are accurately calculated and submitted timely to union trusts.
- Provide support to union trust audits, and review findings for completeness and accuracy. Partner with Labor Relations, Legal and Payroll staff on audit responses.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

In-depth knowledge of employee benefit theories, methodologies, practices. Knowledge of benefit funding mechanisms and alternatives. Strong working knowledge of laws and regulations that affect benefits administration including PPACA, HIPAA, COBRA, FMLA, FICA, ERISA and deferred compensation regulations. Familiarity with State of Washington requirements for self-insured public employers and understanding of health plan administration. Knowledge of HR functions including compensation, employee relations, talent acquisition, organizational development and training, Familiarity with labor relations principles and the collective bargaining process. Knowledge of collective bargaining agreements and processes for administering them.

Interpersonal skills including written and verbal communication to convey information effectively to employees and others within the organization. Skill needed to perform responsibilities with sensitivity, concern, empathy, tact, diplomacy and professionalism. Effective leadership, coaching and staff management skills.

The ability to work collaboratively as well as independently. The ability to effectively balance the best interest of the organization with the best interest of employees. The ability to effectively and efficiently prioritize and delegate work to team members. Ability to perform work accurately and adhere to deadlines. Flexibility and adapt to changing priorities. Ability to maintain confidentiality of sensitive information.

**QUALIFICATIONS:**

***Combination of education and experience demonstrative knowledge, skills and abilities equivalent to:***

- Bachelor's degree in Business, Public Administration, Human Resources, or a related field; and
- Eight (8) years of experience in Human Resources work with an emphasis in benefits and/or other total rewards functions.

**PREFERRED QUALIFICATIONS:**

- Master's Degree in Business, Public Administration, Human Resources, or a related field;
- CCP, CBP, CEBS or SPHR certification; and
- Previous staff leadership experience.

The Port of Seattle is an Equal Opportunity Employer, Affirmative Action Employer and is committed to diversity in the workplace. Minorities, women, veterans and individuals with disabilities are encouraged to apply.