



Director, Total Rewards

Reports to: Chief Human Resources Officer
Department: Administrative Non-Certified
Division: Human Resources
Retirement: Teacher's Retirement System (TRS)

Job Code: 423
Structure/Grade: Unified/133
Workdays: 246 Days

Position Summary

Develop and manage comprehensive Total Rewards programs, including compensation, benefits, wellness, retirement, and leave initiatives, ensuring they are competitive, sustainable, and supportive of strategic organizational goals. Provide strategic input on the organization's long and short-term plans, translating plans into objectives for the assigned function and aligning assigned teams towards common goals.

Essential Job Duties

- Create and communicate competitive total rewards strategies, including compensation, benefits, leave administration, retirement, and employee wellness. Ensure alignment with labor market trends and organizational goals.
- Cultivate and maintain relationships with internal and external stakeholders to support talent enhancement initiatives.
- Collaborate with partners to drive talent development and retention.
- Stay informed about government rules and regulations, such as ERISA, FLSA, FMLA, ADA, COBRA, OSHA, and tax laws. Fulfill compliance requirements and handle reporting.
- Lead the annual benefit programs open enrollment process and compensation reviews. Ensure effective communication and implementation.
- Implement FMLA and district leave procedures in accordance with policies and legal requirements. Provide management support and training.
- Design and execute wellness and work-life programs to foster a positive company culture. Enhance employee engagement, facilitate recruiting, and improve productivity.
- Handle disputes and complex cases that go beyond routine matters within the total rewards team.
- Oversee programs, training, and counseling sessions related to retirement systems (e.g., TRS, PSERS) and benefit plans (403b, 457).
- Provide effective leadership and direct supervision to the total rewards team through coaching and performance management.
- Create policies and initiatives to ensure compliance with legal and organizational guidelines for compensation and benefits programs.
- Develop efficient initiatives for employee verification of employment history, adhering to district retention guidelines.
- Manage activities related to the GA Department of Labor, including claims processing, error resolution, appeals, and benefit oversight.
- Performs other duties as assigned.

Qualifications

- Academic: Master's degree in closely related area with a minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level NL-5 or above required.
- Non-Academic: (Operations, Finance, Information Technology, Human Resources)- Master's preferred and 5+ years of leadership experience. If Master's degree is not held, Bachelor's degree and 9+years of progressive field based leadership experience required. GAPSC Support Personnel License required.

Knowledge, Skills, and Abilities

- Knowledge of tax laws and regulations affecting employee benefits
- Ability to fulfill compliance and reporting requirements associated with all relevant regulations
- Knowledge of organizational and department planning principles
- Knowledge of labor issues and the principles of making efficiencies
- Knowledge of DCSD policies and procedures
- Knowledge of budgeting and spending processes
- Knowledge of federal, state, and local Human Resources rules and regulations
- Good computer skills and the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Strong administrative and management skills
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Superior critical thinking and problem-solving abilities
- Excellent data and financial analysis skills and the ability to maintain fiscal accountability for assigned functions
- Ability to translate broad strategic plans into objectives for assigned functions
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

Physical Demands and Work Environment

Constantly required to exchange accurate information.

Constantly operates a computer and other office machinery.

Constantly observes details at close range.

Frequently remains in a stationary position.

Occasionally moves about inside an office.

Occasionally moves office equipment weighing up to 25 pounds.

Constantly works in an indoor environment.



Director, Total Rewards

Supervisory Responsibility

Provides leadership through senior managers and managers.

Champions for the team and provides development opportunities for high performers to advance their career.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 05/30/2024

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____