



Vice President, Total Rewards and Talent Acquisition Job Description

JOB INFORMATION

<i>Job Code:</i>	199814
<i>Job Title:</i>	Vice President, Total Rewards and Talent Acquisition
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Responsible for strategic and transparent oversight of the university's talent management and total rewards functions – benefits, childcare, compensation, talent acquisition, employee health/wellbeing, and learning and organizational development. Serves as senior leadership's primary interface and recognized authority on total rewards matters. Creates, translates, and implements visions for multiple areas into strategies enabling the university to attract, recruit, and retain top tier talent. Leads compensation discussions and strategy for executive searches in collaboration with other senior executives.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Finance	Or
X		Bachelor's degree	Human Resources	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree	Business Administration	Or
	X	Master's degree	Organizational Development	Or
	X	Master's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		15 years	of experience in HR management with an emphasis in one or more of the following: core compensation practices and programs, executive compensation, benefits, health plans, and compliance with relevant government regulations and federal funding obligations.	
X		8 years	of experience in leadership/management roles.	
X		3 years	in senior administrative/executive roles.	
	X	15+ years	of experience designing a wide array of total rewards programs in higher education and/or in HR operations at large, complex organizations.	

Work Experience

Req	Pref	Work Experience	Experience Level
	X	10 years	of experience leading or managing teams with evolving cultures.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven experience with all applicable laws, rules, regulations, codes, and/or statutes.
X		Proven knowledge of standard filings required by the United States Department of Labor and the Internal Revenue Service.
X		Ability to quickly establish credibility partnering effectively to define and deliver strategies, processes, data and programs supporting organizational goals.
X		Excellent written and oral communication skills, able to tailor delivery to varied audiences.
X		Experience developing and making presentations to senior leaders and organizational boards.
X		Demonstrated experience with comprehensive total rewards strategies, analysis, trends and best practices in multi-disciplined environments.
X		Extensive experience designing, establishing and implementing numerous robust total rewards programs and policies.
X		Excellent critical thinking and organizational skills, and an exemplary attention to detail.
X		Ability to develop analytics from multiple data streams, interpret trends, and advance persuasive recommendations.
X		Excellent problem-solving skills, with strategic focus on change management, process mapping, task management, and deployment of scalable solutions.
X		Proficiency with Microsoft Office, Workday and other relevant systems/software.
	X	Experience negotiating and working with labor unions and/or in unionized environments.
	X	Proven reputation for discretion, integrity, sound judgment, responsiveness and common sense.
	X	Experience promoting diversity and inclusion, specifically in equity across total rewards offerings.
	X	Experience with highly complex employment compensation and contracts.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Professional in Human Resources - PHR	
	X	Certified Compensation Professional - CCP (WorldatWork)	
	X	HR Certification	

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Drives strategic planning, design, implementation, regulatory compliance, risk mitigation, communication and delivery experience of all compensation (e.g., base pay, incentives, employment contracts), wellbeing and benefits programs. Accountable for managing and monitoring department operations. Translates visions and strategies into clear priorities.				
Continuously assesses, analyzes and reviews competitor and industry practices to evaluate total rewards programs for cost and impact effectiveness. Partners with various stakeholders and customers (e.g., finance and academic units) to ensure compensation strategies and benefits programs align with the university mission				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
and comply with all relevant policies/regulations. Designs incentives linking pay to value creation (e.g., total rewards platform).				
Directs the open enrollment, renewal and communication processes. Develops relationships with third-party vendors supporting benefits and compensation initiatives in partnership with senior leadership and relevant stakeholders. Designs programs with the customer in mind to meet the university's evolving needs. Serves as a lead negotiator during contract bargaining and promotes collaborative labor/management relations.				
Partners with all relevant stakeholders to provide guidance and support for implementing numerous organizational development initiatives (e.g., culture transformation, succession planning, team effectiveness). Ensures successful implementations through change management, department collaborations and monitored metrics (e.g., promotions, recruitment, staffing adjustments).				
Drives employee engagement through university-wide communications and continuous improvements to HR technologies. Stays current with key policy issues, industry trends and modernized best practices. Prepares and delivers presentations, ensuring senior leaders and high-level stakeholders are informed in a timely manner of pertinent regulatory changes affecting operations. Serves on and/or leads varied committees and task forces as assigned by the president or senior leadership.				
Collaborates with leadership to gain precise input into designing total rewards strategies, understanding varied perspectives, developing consensus, and communicating decisions. Develops and manages department budgets linked to the university's annual plans and makes resource allocation decisions. Provides financial status reports and gleaned insights as needed.				
Aligns all programs with university objectives, philosophies and talent strategies. Ensures the achievement of consistent, market-driven programs incorporating equitable practices. Motivates a high-performance culture across the university through design of total rewards policies and succession strategies. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.