



Executive Director, Total Rewards Job Description

JOB INFORMATION

<i>Job Code:</i>	117141
<i>Job Title:</i>	Executive Director, Total Rewards
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	5 Administrator
Executive Director, Total Rewards	

JOB SUMMARY

Serves as senior leadership's primary interface and recognized authority for compensation and classification matters. Translates vision and strategy for staff and executive compensation into clear priorities and direction for a broad set of stakeholders.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			Accounting	Or
X			Finance	Or
X			Human Resources	
	X	Master's degree		

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		10 years	in human resources management with an emphasis in compensation programs, executive compensation, and/or compliance with government regulations relating to compensation and federal funding obligations.	And
X		6 years	in a management/leadership role.	
	X	15 years		
	X	8 years	in a management/leadership role at large, complex, matrixed organizations.	

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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience advising executives in one or more total rewards competencies (e.g., compensation, wellbeing).
X		Demonstrated experience in compensation analysis, trends and compensation best practices in a multi-disciplined environment.
X		Extensive experience designing, establishing, and implementing robust compensation programs and policies.
X		Proven knowledge of government regulations applying to compensation and standard filings required by the Department of Labor and Internal Revenue Service and understanding of compliance requirements associated with federal funding recipients.
X		Ability to partner effectively with leaders and colleagues to define and deliver effective processes, data and programs that support organizational goals.
X		Demonstrated excellent relationship building skills to work effectively with individuals at all levels of an organization.
X		Excellent critical thinking, problem-solving, and organizational skills.
X		Exemplary attention to detail.
X		Ability to develop analytics from multiple streams of data, interpret trends, and advance persuasive recommendations.
X		Excellent oral and written communication skills with the ability to tailor delivery to various audiences.
X		Fluency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint).
X		Familiarity with compensation systems, job description systems, and human capital management systems.
	X	Experience in higher education.
	X	Experience designing total rewards or compensation programs.
	X	Experience in HR operations consulting at a large and complex organization.
	X	Experience in a managerial role for a large, complex organization.
	X	Ability to listen and engage positively and successfully with university faculty and staff, as well as internal/external business partners.
	X	Experience with an evolving culture.
	X	Experience fostering a culture of belonging and engagement, specifically related to parity in total compensation.
	X	Experience with compensation consulting.
	X	Experience with highly complex employment compensation and contracts.
	X	Experience negotiating with and working with labor unions.
	X	Ability to think resourcefully as well as proactively drive positive, progressive change.
	X	Reputation for discretion, integrity, judgment, responsiveness and common sense.
	X	Demonstrated leadership experience and executive presence, with a proven ability to inspire all levels of the organization.
	X	Substantial problem-solving skills with strategic focus on process mapping, task management and execution.
	X	Experience in a unionized environment.

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X	Certified Compensation Professional - CCP (WorldatWork)	
	X		GRP and/or other similar HR certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Understands and applies knowledge of compensation (e.g., base pay, incentive pay, employee contracts), compensation best practices and university culture to execute compensation strategy. Continuously assesses, analyzes and reviews competitor and general higher education practices to evaluate university the compensation program for cost and impact effectiveness.				
Develops holistic understanding of the broader Total Rewards strategy and how each function contributes to and defines success. Partners with Total Rewards internal leaders and university leadership to oversee cross-functional projects and initiatives that achieve the Total Rewards strategy. Leads the composition and development of salary ranges, job structures and job levels based on external market data. Designs incentive programs linking pay to value creation (e.g., total rewards platform).				
Develops relationships with third-party vendors supporting compensation initiatives for the university, in partnership with senior leadership and relevant stakeholders. Designs programs with the customer in mind to meet the evolving needs of the university. Implements compensation changes and program improvements with operational excellence. Builds Total Rewards leadership operational rhythms that anticipate HR organizational needs.				
Keeps Total Rewards collaboration top of mind and enables effective leadership dialogue through regular operational meetings. Facilitates an open line of communication with senior HR leadership to provide updates on strategic work and compensation activities. Ensures senior leadership and relevant stakeholders are informed in a timely manner of pertinent regulatory changes that may affect operations. Delivers presentations to high-level stakeholders and leadership as necessary. Delivers communications to the university community in a manner that drives employee engagement.				
Makes USC a destination employer in higher education and in the region by incorporating compensation trends, leading practices and innovative service delivery. Drives continuous improvements to compensation technologies and best practices, delivering consistent service excellence and timely responses to regulatory changes.				
Connects Total Rewards functional workstreams and distills takeaways to inform strategic decision making for senior HR leadership. Supports both executives in managing department budgets linked to the university's annual plans and makes resource allocation decisions.				
Motivates a high-performance culture across the university through design of rewards policies and succession strategies. Develops trusting, credible relationships from demonstrated sound judgment, ethical behavior, and practiced confidentiality. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				
Aligns and connects the daily operations and strategic initiatives of the Total Rewards function to strategic goals of HR and the university. Demonstrates, through words and actions, alignment to USC's strategic plan and the HR organization's strategic plan.				

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.