

# Director, Compensation & Benefits

## Fort Worth, Texas

Position Overview: Recommends, implements, and administers policies and programs for employee benefits and salary administration; provides HR data retrieval and analysis.

Reports to: Vice President, Human Resources

Directs Reports: Benefits Administration Coordinator, Benefits Administrator, Benefits Assistant(s)

Major duties

### BENEFITS:

- Provides management oversight of all benefit-related processes and procedures; directs staff of 3-5 to accomplish department goals
- Analyzes plan utilization, costs, survey data, and market trends to ensure benefit plans provided are consistent with business objectives for recruitment and retention of quality staff
- Monitors controls and procedures to ensure that benefit plans are designed and delivered in compliance with both internal and external guidelines and/or requirements
- Prepares benefit communications and ensures materials are distributed timely to all eligible employees
- Works with external consultants for plans administration; provides liaison with senior management to communicate regulatory changes and impact for benefit plans
- Ensures timely submission of all regulatory reports and fee or tax filings.
- Conducts due diligence and manages benefit transition processes for acquisitions.
- Ensures compliance with ERISA provisions, FMLA, COBRA and HIPAA Privacy and Security
- Works with IT and Payroll to develop HRIS functionality related to benefit plans
- Chairs 401 (k) Investment Committee
- Provides benefit survey data as appropriate

### COMPENSATION:

- Analyzes labor market data to assign new positions to established compensation structure; maintains directory of authorized positions with associated system codes and regulatory classifications
- Modifies HRIS to add or delete codes to facilitate job and position assignments for employees
- Provides wage survey data as appropriate

### HRIS:

- Prepares ad hoc reports for senior management to retrieve workforce statistics and data; may prepare cost models, historical reference data, charts and graphs
- Consults with employee records group for HRIS input, coding and format
- May collect and prepare large quantities of data for automated upload to HRIS
- Works with IT Systems Analysts to create or modify reports and processes in the HRIS

### Qualifications and Skills

#### Required:

- Bachelor's degree in business related field
- 5+ years of experience in benefits administration and compensation with at least 2 years of management experience
- Ability to communicate to any audience via written or verbal means
- Ability to maintain confidentiality of sensitive employee data
- Knowledge of current legal requirements for Affordable Care Act, FMLA, COBRA, HIPAA, ERISA
- Proficient user of Excel and other MS Office software
- Experienced user of large HRIS system

#### Preferred:

- Master's degree
- Current professional certification in compensation and benefits

TO APPLY: Please visit our web site at [www.basicenergyservices.com](http://www.basicenergyservices.com) to complete an application and submit a resume.