

<p><b>Caron Treatment Centers</b></p> <p>Location: Richard J. Caron Foundation, PA</p>	<p><b>Position Title:</b> Director - Total Rewards and HR Operations</p> <p><b>Department:</b> HR</p>
<p><b>Reports To:</b> EVP Chief Administrative Officer</p>	
<p><b>Effective Date:</b> 2/27/20</p>	
<p><b>Position Overview:</b></p> <p>Leads the development, implementation, and administration of compensation and benefits programs, as well as HR policies, procedures and operational improvement functions. Manages compensation functions, including, job evaluation, salary structure development, incentive plan design, and associated analysis. Manages all benefits functions, including life, health, and disability insurance, retirement benefits and paid time off. Ensures that HR programs remain competitive and conform to current company strategy. Oversees the technology systems by which compensation and benefit programs are delivered and works with the HR team to implement efficient use of all HR programs and resources. This position is also responsible for ensuring that compensation, benefits and related programs are consistently administered in compliance with internal policies and government regulations.</p>	

**REQUIRED EDUCATION/ EXPERIENCE:**

1. Bachelor’s degree in a related field - e.g. Human Resources, Business Administration, etc.
2. 5-7 years or more experience in compensation **and** benefits
3. 1-3 years of supervisory experience
4. Master’s degree, SPHR, CEBS, CCP or similar professional designation(s) preferred

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent verbal and written communication skills.
2. Extensive knowledge of employee benefits and compensation, as well as other HR policies and programs.
3. Strong analytical and problem-solving skill and ability to interpret and communicate data
4. Computer proficiency and technical aptitude with the ability to use Microsoft products, including Excel.
  - a. Strong knowledge of HRIS systems - preferably Ulti-pro
5. Knowledge of all federal, state and local regulations and compliance requirements related to employee compensation and benefit programs, company policies, and operations- e.g. COBRA, HIPAA, ERISA, ADA, FMLA, etc.
6. Strong leadership and team management skills.
7. Excellent time management skills and ability to plan and set priorities and meet deadlines.
8. Proven project management skills
9. Strong interpersonal skills, and experience in effectively communicating with senior management.
10. Knowledge of the health care services industry helpful

**Apply on-line at** <https://recruiting.ultipro.com/CAR1034CARTC/JobBoard/f18031be-646a-4055-bdbb-682424941df7/?q=&o=postedDateDesc>