



**Title:** Director, Compensation, Benefits and HRIS

**Location:** Heathrow, Florida National Office

**Company:** American Automobile Association (AAA)

AAA is seeking a Director, Compensation, Benefits and HRIS leader who will be responsible for overseeing and maintaining the design, implementation, communication, and administration of the company's compensation, benefits and HRIS programs. He/She will report directly to the Managing Director, People, and Culture and will work closely with the Director, Employee Experience to develop a best in class people strategy that will enable AAA to attract, retain, and motivate the top talent needed to drive the organization's success.

**Duties and Responsibilities:**

- Provide vision, leadership, planning, and project management for the development of cost-effective delivery of all core benefit services.
- Drive, manage and report on best practices in compensation and benefit programs that complement the company's recruiting and retention efforts.
- Develop high quality, effective communications for compensation and benefits plans, as well as for the annual cycles and open enrollment.
- Direct administration of employee benefits programs such as retirement plans, medical and dental insurance, life insurance, and disability plans.
- Oversee executive level benefits, provides expertise in the plan design, competitive trends, and benefit compliance.
- Create and develop benchmarking studies, competitive analysis, and recommendations to enhance compensation and benefit plans.
- Maintain employee level job classifications, grading structure, job analysis and evaluation methodology to include market pricing and internal equity review.
- Oversee administration of direct/variable compensation, short/ long-term incentive plans.
- Review and analyze changes to state and federal laws pertaining to compensation and benefits, report necessary or suggested changes to 401K, HCM or applicable committee.
- Manage all compensation cycles to include base salary, promotion and bonus review cycles.
- Ensures compliance with all federal, state and local compensation laws and regulations.

### **Qualifications/Skills Required:**

- Six (6) or more years establishing, maintaining and executing multi-year benefits and compensation strategies, Five (5) or more years of experience managing and leading teams.
- Demonstrated mastery of compensation and benefits technical skills (e.g. pay-grade design, career branding, incentive design, job evaluation, merit matrices) and understanding of the legal (e.g. ERISA, HIPPA, ACA), and associated labor and payroll laws.
- Understanding of retirement plan design, executive compensation, incentive plans, and stock option plans, ACA, FLSA, and other compensation/benefits compliance requirements thorough and up-to-date understanding of ERISA.
- Strong interpersonal skills, leader, and good collaborator, excellent verbal and written communications with an ability to multi task and meet deadlines.
- Advanced Microsoft application skills to include Excel, Word, and PowerPoint.
- Proficient in analyzing qualitative data; exceptional analytical, statistical, quantitative, and deduction skills.
- Strong planning, organizational, facilitation and change management skills; ability to lead and manage large-scale projects; must be able to manage multiple assignments simultaneously and have strong organizational skills.
- Bachelor's Degree or equivalent in related discipline required. Master's Degree or advanced coursework preferred Certified Compensation Professional (CCP) designation a plus.

At AAA National we strive to assess, implement, and execute value based initiatives and programs that provide focus and accountability across our organization for equity, inclusion, and diversity. We strive to provide world-class solutions that consistently deliver value and input as we strive for inclusion and leverage diversity to create a strong and successful business.

For more details, please feel free to contact Larry R. Holt, Senior Talent acquisition Leader at AAA. [lholt@national.aaa.com](mailto:lholt@national.aaa.com)