

**DRINKER BIDDLE & REATH LLP**  
**DIRECTOR OF COMPENSATION AND BENEFITS**  
**JOB POSTING**

<b>JOB TITLE:</b> Director of Compensation and Benefits	<b>STATUS:</b> Exempt
<b>REPORTS TO:</b> Chief Human Resources Officer	<b>LOCATION:</b> Chicago, IL, Philadelphia, PA, or Washington, D.C.
<p><b>SUMMARY:</b> We are seeking a <b>Director of Compensation and Benefits</b> to join our team! The Director of Compensation and Benefits is responsible for the overall design, administration and implementation of all the firm's benefits, HRIS programs and operations, and certain aspects of compensation programs and operations. Responsibilities include the implementation, communication and administration of such programs in support the firm's strategic objectives, and in compliance with all legal and financial requirements.</p> <p>In accordance with the firm's Client Service Initiatives, the Director of Compensation and Benefits must display good judgment and have excellent interpersonal and communication skills. Confidentiality and discretion are required consistently.</p>	
<p><b>JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Responsible for overall design and administration of all firm benefit and insurance programs.</li> <li>• Ensures that all health and welfare benefit plans are administered in conformance with firm policies and procedures, Plan documentation, contractual arrangements, and regulatory requirements (ERISA, DOL, IRS, HIPAA, FMLA, ADEA, ADA, other federal state and local laws, etc.).</li> <li>• Assists the Chief Human Resources Officer in leading the firm's benefit strategy including but not limited to annual renewal process, contract negotiation, benchmarking, compliance, etc.</li> <li>• Researches options and solicits insurance companies for quotations. Evaluates quotations and makes recommendations to management. Develops cost information for new plans and makes recommendations to Chief Human Resources Officer concerning sharing of costs between employer and employee.</li> <li>• Analyzes and updates, as necessary, current policies and procedures to ensure efficiency, regulatory, compliance and attainment of best practices with regards to benefits management and administration of same.</li> <li>• Conducts annual audits for health &amp; welfare plans and reports same to the Chief Human Resources Officer.</li> <li>• Assists the firm's Chief Human Resources Officer in leading the firm's compensation strategy for staff colleagues; assists with the compensation administration program for the firm's non-partner attorneys.</li> <li>• Leads the firm's participation in salary surveys and analyzes results in order to assess competitive labor market trends, establish salary structure recommendations where applicable in the firm and develop salary recommendations for other roles.</li> <li>• Manages the annual administration of direct compensation (salary) increases and bonus payments for staff and non-partner attorneys, including the processing, recording and reporting of compensation actions related to salaried employees.</li> <li>• Ensures that all property &amp; casualty coverages, including workers' compensation, are in conformance with firm policies and procedures, Plan documentation, contractual arrangements, and regulatory requirements (federal and state).</li> <li>• Ensures that compensation and benefits practices comply with labor and employment laws including but not limited to AAP, EEO, FLSA, ERISA, ACA, HIPPA, federal, state and city statues, etc.</li> <li>• Responsible for the overall design and administrative management of the firm's HRIS system and related systems that tie to same, and the management of the firm's HRIS team.</li> <li>• In regards to the HRIS, the Director is responsible for ensuring consistent data integrity, testing</li> </ul>	

of system changes, report writing and analyzing data flows for process improvement opportunities.

- Oversees HRIS systems maintenance, including leading the reviewing, testing and implementation of HRIS system upgrades. As needed, collaborates with technical staff to coordinate application of upgrade.
- Assists with the preparation of RFPs, negotiation of vendor contracts, drafting of contracts, plan documents, amendments, and summary plan descriptions.
- Manages and mentors the Benefits, Compensation and HRIS team members to ensure their continued professional growth.
- Responds to employee and partner requests and inquiries as needed. Counsels employees and partners on benefits options and plan designs.
- Provides technical expertise to the Chief Human Resources Officer with regards to benefit issues, regulatory compliance, compensation programs and industry best practices.
- Ensures high level of client service and satisfaction are attained. Assists with the management and maintenance of ongoing relationships with outside consultants, brokers, carriers, and third-party vendors.
- Assists the Chief Human Resources Office in preparing the annual budget as it relates to the benefits and HRIS area of the firm.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES** (including but not limited to):

- Excellent business communication, writing, presentation and interpersonal skills, along with a strong customer focus, excellent planning and organizational skills and the ability to operate in a fast-paced environment.
- Excellent written and verbal communications skills.
- Demonstrated ability to evaluate, design and recommend benefit and compensation programs based on market assessments and business strategy.
- Effective at broker and vendor management.
- Strong computer skills, specifically in regards to the Microsoft Office Suite and various HRIS programs.
- Exceptional organizational skills and project management skills with strong attention to detail, follow-up and problem resolution.
- Ability to exercise discretion, keep items confidential and utilize independent judgement.
- Ability to work with detailed information accurately and efficiently.
- Excellent knowledge of employment benefit laws, compliance requirements and legal reporting requirements.
- Ability to work under pressure, multi-task and meet deadlines.
- Client service-driven towards internal clients and external vendors.
- Ability to work independently and collaboratively, as both a team member and a team leader. This includes being able to work with and, if necessary, lead team members remotely.
- Hands-on experience with benefit billings and accounting for benefits.
- Unbiased judgement, sound discretion and openness to the views of others.
- Possess strong interpersonal skills with the ability to build strong relationships across all levels of the organization, including the ability to interact with people in a manner which conveys sensitivity, tact and professionalism.
- Must quickly grasp the goals, culture and strategy of the department and the overall firm.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Flexible and dependable; including the ability to travel to other firm offices as needed.
- This is a hands-on role, and the Director, like all firm Directors, is expected to not only manage the required processes and team members but also to work as part of the team and execute tasks directly as needed.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree required. Degree in Business, HR or related field preferred. (MBA not required, but is a plus.)
- 15-18 years of progressive experience in benefits, HRIS and compensation.
- Minimum 10 years' experience with design, administration and management of health and welfare benefit programs, compensation programs and vendor management; five of which in a law firm or professional services environment.
- Demonstrated ability in executing annual compensation and bonus programs for a large workforce (600+).
- Professional certifications in CEBS, GBA, PHR/SPHR, are beneficial.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

**HOW TO APPLY:** Interested candidates should submit a resume and cover letter, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**Director of Compensation & Benefits**" in the subject line. *No phone calls please.*