



DIRECTOR OF TOTAL REWARDS

Position Profile

About Northland Pioneer College

<https://www.npc.edu>

Celebrating 50 years, Northland Pioneer College (NPC) is a two year community college that serves over 6,500 students annually in both Navajo and Apache counties, an area of 21,158 square miles, in northeastern Arizona. The Navajo, Hopi and White Mountain Apache Indian Reservations occupy more than sixty percent of the total land in the district service area, and also account for sixty percent of the population. Handsome campuses are located in four of the largest Navajo County communities: Holbrook, Show Low, Snowflake/Taylor, and Winslow. Five convenient centers are located in Hopi, Kayenta, Springerville/Eagar, St. Johns, and Whiteriver. NPC offers over 108 degrees, certificates and areas of study for transfer or direct to work. NPC is also proudly among the community colleges approved to offer Bachelor degrees with the BAS in Early Childhood Education enrolling and BA in Elementary Education and BAM degrees in the works. As one of the most affordable community colleges in Arizona, many of our students graduate with no loan debt.

About the area

This unique town, once known for its rugged frontier spirit, has evolved into a vibrant hub of culture and history. From its roots as a haven for railroaders and cattlemen to its current status as a melting pot of Native American heritage, Hispanic influence, and pioneering spirit, Holbrook offers a rich tapestry of experiences waiting to be explored. As the gateway to iconic attractions such as the Petrified Forest National Park and the legendary Historic Route 66, Holbrook beckons adventurers from all walks of life to embark on a journey filled with discovery and wonder. Rich in diversity and welcoming to all, Holbrook is where your adventure begins.

Position Summary

The Director of Total Rewards reports to the Chief Human Resources Officer and oversees the day-to-day management of a team of up to four, assigns work, sets direction, and plans and implements programs that meet campus needs and align with college strategic priorities.

Position Responsibilities

The role actively engages in collaborative initiatives and projects both internally and externally, partnering closely with campus leadership, fellow Human Resources Directors, and various stakeholders. Providing expert guidance and interpretation of policies to campus constituents, the Director also manages open enrollment, oversees benefits, and handles new employee enrollment processes. Additionally, responsibilities encompass managing benefit vendor relationships, ensuring efficient and effective service delivery. Oversight of collaborative efforts with campus stakeholders to review and enhance programs and services is also central to the role. Acting as an internal catalyst for change, the Director fosters collaboration and implements innovative best practices, processes, and systems to address evolving business needs while maintaining market competitiveness.

The Director supervises the payroll function and staff, utilizing payroll technology such as iSolve or other adopted platforms. This entails conducting or directing payroll audits, ensuring compliance with tax requirements, and preparing compensation proposals for the annual budget cycle. Currently, the position provides supervision to payroll and other Total Rewards personnel and serves as Co-chair of the Compensation Committee, ensuring that all tasks are executed with a sense of urgency and a customer-centric focus.

Minimum Qualifications

- Earned Bachelor's Degree from a regionally accredited institution in Human Resources or Public Administration, Business Administration, or another closely related field
- Five (5) years progressively responsible human resources expertise with focused experience in classification and compensation, and benefits
- Four (4) years experience of supervisory responsibility over staff and/or leading teams

Desired Qualifications

- Master's degree from a regionally accredited higher education institution in Human Resources, Public Administration, Business Administration, or another closely related field
- Demonstrated leadership experience in the areas of classification and compensation and extensive knowledge of theories and best practices in the areas of classification and compensation
- Proven experience in benefits, enrollment, and vendor management; experience in the design, administration, and communication of employee benefits programs, such as health insurance, retirement plans, and wellness initiatives.
- Proficient in extracting and analyzing data from various systems, to arrive at valid conclusions, recommendations and plans of action; the ability to collect, analyze, evaluate, interpret and apply data when creating human capital solutions. Experience and proficiency in ERP/HCM platforms desired.
- Possesses a high level of professional autonomy to exercise judgment in administering personnel programs and processes, interpreting policy, and effectively communicating with campus leaders.
- Exceptional verbal, written, and interpersonal communication skills, enabling the cultivation and maintenance of strong working relationships with campus constituents.
- Demonstrates strong critical thinking and problem-solving abilities to address business challenges, develop innovative solutions, and foster an engaged, collaborative, and informed campus community.
- Proven track record of embodying and promoting emotional intelligence in themselves and others, fostering a supportive and inclusive work environment, enhancing team dynamics, and driving organizational success through effective HR leadership.
- Certification(s) such as SHRM-CP, SHRM-SCP, PHR, SPHR, CCP, etc.

Opportunities and Challenges

COMMUNICATION AND COLLABORATION

Build strong collaborative relationships with various departments and stakeholders to foster a culture of transparency and communication, ensuring that voices are heard. Support ERP move with action as

necessary. Mentor, support and develop talent, hold people accountable and achieve results with visionary, authentic leadership skills.

CLASSIFICATION AND COMPENSATION CHANGING LANDSCAPE

Maintaining competitiveness in the job market while adhering to budget constraints. NPC faces not only pressure to attract and retain top talent amidst competition but also in a smaller, rural geography. This requires balancing the need to offer competitive salaries and benefits to attract skilled professionals with the limitations of the institution's financial resources by navigating the complex landscape of classification and compensation structures within academia and NPC.

NAVIGATING OPEN ENROLLMENT AND BENEFITS

Re-engineering of our open enrollment process and refining the benefits structure to enhance the employee experience positively and foster a culture of well-being and satisfaction is essential. Careful evaluation, collaboration, and strategic implementation, offers the chance to effect substantial changes that positively influence both our workforce and budget. In addition, participate in completion of ERP move.

HOW TO APPLY DIRECTOR OF TOTAL REWARDS - NORTHLAND PIONEER COLLEGE

The position is open until filled. Materials received by May 17, 2024 will receive priority consideration.

All confidential inquiries, nominations, referrals and applications should be sent to the search consultant:

directortr.npc@cizekassociates.com (email applications are strongly encouraged)
Sheila Lehker, President
Cizek Associates, Inc.
602-553-1066



SCAN ME

A complete application includes:

- Letter of Interest aligning skills to the Position Profile (not to exceed 5 pages)
- Resume (chronological preferred)
- References – A minimum of six professional references (direct telephone and email)

Northland Pioneer College are EEO/AA employers and support an inclusive and diverse workforce. Northland Pioneer College will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

Physical Demands, Working Conditions and Physical Effort

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Positions in this class typically require talking, hearing, seeing, grasping, standing, walking and repetitive motions. Relatively free from unpleasant environmental conditions or hazards. Office environment. Little physical effort required.