

Benefits and Compensation Analyst Gainesville, FL

Description

About the Company: Haven Hospice is a community based not-for-profit organization that has been enhancing life through our compassion and caring since 1979. Our 500 plus employees provide daily care and support to patients with life limiting illnesses and their families throughout 18 counties in North Central Florida. In 2008, Haven Hospice was honored to be the only hospice in the country to be awarded the distinguished Circle of Life award.

The Position:

- Responsible for administering the Company's compensation and benefit programs.
- Ensures that the compensation, benefits and total rewards programs are competitive within the industry.
- Conducts and/or coordinates market analysis, internal equity studies, and compensation and benefits practices audits annually.
- Administers salary and wage programs; ensuring equitable and consistent application of compensation policies and guidelines.
- Works with HR leadership to analyze salary data, conduct job evaluations, determine pay grades and establish compensation structures.
- Analyzes and administers employee benefit programs to include medical, dental, and life insurance, short term and long term disability, flexible spending accounts and retirement programs.
- Leads the annual benefits open enrollment process.
- Functions as a liaison between vendors and employees and advises employees on eligibility, coverage, and other benefits matters.
- Compiles and maintains benefits records and documents.
- Performs regular audits of benefit premiums.
- Plans and executes on-line annual performance appraisal and merit program.
- Ensures that jobs are appropriately classified and evaluation methodology and criteria are consistently and objectively applied.
- Provides support for HR initiatives and projects as required.

Requirements

- Requires a bachelor's degree in a related area and 2 to 4 years of experience in the compensation and benefits field.
- Familiar with standard concepts, practices, and procedures, and laws for administering compensation and benefits.
- Must be able to work independently showing a strong level of discretion and professionalism.
- PC proficiency with HR systems, Microsoft Excel, Word, PowerPoint, and Outlook is required.
- Working knowledge of Halogen software is a plus.
- Demonstrated excellence in communication, customer service, and presentation skills with the ability to deal tactfully and professionally with all levels of Company personnel and the general public.
- Ability to manage multiple projects and work under deadlines with changing priorities required.

Benefits:

At **Haven Hospice**, we realize that finding the ideal career fit means an environment that offers the best balance for work and life. We're more than an employer and you are more than an employee. We realize there is more to your place of work than just a paycheck. Our employees are our greatest assets.

One of the ways we recognize the value of our employees is by offering an outstanding and comprehensive flexible benefits program unique to you and your lifestyle. This includes, but is not limited to, a competitive compensation program, an outstanding 401(k) program, a generous Paid Time Off (PTO) program with additional holidays, mileage reimbursement for those employees who use their vehicles for work-related travel, employee referral bonuses, education reimbursement, and free parking.

Submit resume, cover letter, and salary history to employment@havenhospice.org

For more information about Haven Hospice please visit www.havenhospice.org

DFWP/ EOE