



## **WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY**

### **Director, Total Rewards**

Washington Metropolitan Area Transit Authority (“WMATA”) also referred to as Metro is the “Employer of Choice” in the region for people that are passionate about mobility, business development, regional connectivity and tourism. Metro operates rail, bus, and paratransit services in a 1,500-square mile area that includes the District of Columbia, Maryland, and Virginia. Metrorail and Metrobus serve a population of approximately 4 million within a 1,500-square mile jurisdiction.

WMATA is the second larger heavy rail transit system and sixth largest bus network in the U.S. with 12,000 employees. WMATA’s Metrorail is 118 miles long with 6 rail lines, 91 stations, and 1,256 railcars. Their Metrobus has 10,687 bus stops throughout DMV with 1,648 buses. Metro moves 4 times more people each year than BWI, DCA and IAD airports combined.

More than half of the Metrorail stations serve federal facilities, and approximately one third of Metrorail peak period commuters and federal employees. 54% of the region’s jobs are within a half-mile radius of all Metro Stations and Metrobus stops. 28% of the region’s property tax base is located within half-mile of a Metrorail station.

WMATA benefits provide you access to healthcare, financial protection, time off and more. Together, these benefits form a package you can count on to add value to your total compensation.

**Job Summary:** The Director, Total Rewards is a senior Human Capital leadership position responsible for the strategic and tactical operations of the Authority’s compensation and employee benefits services, programs, policies and practices. Responsibilities include the strategy and development of total rewards and the design, development and oversight of the Authority’s compensation, benefits, medical, and compliance programs in support of the organization’s goals to attract, retain and motivate employees. Recommends new and/or improved employee benefit plans and cost-saving measures. Ensures compliance with all internal policies and legal requirements and manages high level relationships with providers, consultants, insurance carriers and other vendors.

#### **Job Duties and Responsibilities Include:**

- Establishes wage and salary structure and compensation policies. Reviews total compensation objectives and strategies to support high performance culture.
- Monitors the effectiveness of existing compensation policies, guidelines and procedures; strategize and recommend plan revisions as well as new compensation plans, reward and recognition programs, which are cost effective and consistent with compensation trends.
- Oversees and manages participation in both exempt and nonexempt salary surveys to ensure compensation objectives are achieved.
- Leads major compensation activities, including analyzing, compiling and reviewing data in support of merit costing and budgeting, salary structure adjustment, and pay for performance.
- Collaborates and provides internal consulting resources to senior HR staff and senior management in support of staff compensation strategies. Partners with senior leadership to clearly communicate compensation, salary and merit policies and procedures.

- Develops, implements, and maintains a system to track, analyze and report information pertinent to the compensation system management.
- Oversees the job evaluation process and job description database.
- Directs the administration of employee benefits programs such as retirement plans, medical, dental, vision plans, life insurance, STD, and LTD plan.
- Oversees the design and implementation of plan design changes for the full suite of benefit offerings, including vendor negotiations and selection, budget analysis and modeling, staff communication and training. Works directly with benefit plan providers, vendors, auditors and consultants for services, premiums and plan administration.
- Oversees and direct the administration of the health and welfare plans, including medical, dental, vision, life, disability, defined contribution and deferred compensation plans, as well as the various defined benefit pension plans. Oversees and implements Qualified Domestic Relations Orders (QDROs) through the various pension plans.
- Develops and recommends cost containment strategies for the Authority's compensation and benefits programs.
- Directs and develops the compensation, benefits, and compliance program staff, conduct employee performance evaluations, and recommend appropriate personnel action. Conducts staff meetings and prepares monthly staff reports.
- Directs and oversees compensation and benefit programs in compliance with various collective bargaining agreements and Authority policies.
- Oversees the development of all requests for proposals related to compensation, benefits, and compliance programs. Assigns and reviews work of external professional consultants regarding benefits, wage and salary issues, and compliance programs. Oversees and monitors the contract performance of various consultants and third-party vendors.
- Responsible for authorizing payments, purchases, check requests, reconciling the ledger for the department or other such activities.
- Direct responsibility for multiple projects and department budgets.
- Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.
- In-depth general knowledge of policies, practices and procedures related to Compensation and Benefits.
- Strong business acumen with an understanding of the HR strategic partnership in driving business results.
- Considerable understanding of collective bargaining agreements and ability to provide interpretations and guidelines regarding the application of those agreements and integrate them into Compensation and Benefits.
- Demonstrated expertise in implementing innovative compensation principles including evaluating, assessing, and deploying total compensation and incentive programs.
- Ability to influence and affect positive change management and leadership strategies.
- Solid integrity and demonstrated ability to work with all levels of the organization and maintain high levels of confidentiality.
- Ability to establish and maintain effective partnerships with other offices of the Authority, labor organizations, and other individuals or organizations.
- Extensive proficiency in all standard office applications including email, internet research, word processing, spreadsheet and database management/maintenance.
- Extensive experience and knowledge in technology and talent management systems.

**Qualifications and Requirements Include:**

- Bachelor's Degree in Business Administration, Human Resources, Behavioral Sciences, or related field.
- A minimum of ten (10) years of functionally relevant and progressively responsible experience in Human Resources. Demonstrated experience implementing innovative compensation and benefits programs.

- Candidates must possess extensive compensation and benefits experience. Position requires five (5) years of supervisory and leadership experience with demonstrated capabilities in effectively motivating and directing staff.
- MBA, plus CCP/CBP/CEBS and/or PHR/SPHR certifications strongly preferred.

*WMATA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law. This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job descriptions are available upon confirmation of an interview.*

***This position is being handled directly by David Gomez Partners Only. To apply, please send your resume to David Gomez at [David@davidgomezpartners.com](mailto:David@davidgomezpartners.com) and Kelly Collins at [kcollins@davidgomezpartners.com](mailto:kcollins@davidgomezpartners.com).***