

# Senior Director of Compensation & Benefits

## Human Resources Department

### Summary:

Serving as key contributor on the global Human Resources team, the Senior Director of Compensation & Benefits is responsible for strategic design and leadership of the firm's compensation and benefits programs with the ability to influence overall change. In collaboration with other Human Resources colleagues, this role is responsible for the development, evaluation, and monitoring of programs to support the firm's business objectives and to attract and retain top talent. This highly visible role will require leadership traits to influence, collaborate, and drive consensus across multiple teams.

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### Qualifications:

- A minimum of 15 years of relevant compensation and benefits experience with at least 5 years in a managerial role.
- Deep technical knowledge of the compensation and benefits function, laws and governing principles.
- Strong analytical skills with the ability to communicate detailed technical information in a succinct manner.
- Results driven team manager with the ability to mentor, develop and foster collaboration and cooperation amongst team members.

### Duties and Responsibilities:

- Drive the strategic planning, design and implementation of the firm's health and welfare, leave management, and retirement programs globally. Lead the analysis and evaluation of program offerings to maintain competitive edge in all markets in which the firm has a presence.
- Direct the firm's participation in all relevant compensation surveys. Assess relevant surveys and evaluate the market for new opportunities. Analyze survey results and deliver recommendations to senior leadership to align compensation structure with market practice. Partner with the professional staff recruiting team to recommend position alignment with the compensation structure while ensuring internal equity and maintaining market competitiveness.
- Direct the strategic planning and administration of the cyclical compensation and benefits processes to include annual merit award process, promotions, and benefits renewals. This includes producing written recommendations and delivering presentations.
- Oversee the administration of the retirement plans for attorneys and professional staff, including coordinating with in-house benefits lawyers on the design and administration of the plans, implementing of educational programs, overseeing the plans' administration and communications, interacting with the plans' recordkeepers and other service providers, and responding to participant inquiries.
- Lead the annual health care renewal working with the health care vendor, firm consultants, in-house benefits lawyers, and senior management to make fiscally sound and competitively responsible renewal decisions that enhances the firm's ability to attract and retain top talent.

## **Qualifications (Continued):**

- Excellent oral and written communication skills with a proven track record of influencing decisions and the ability to work cross functionally with key departments.
- Bachelor's degree essential. Master's Degree and CEBS or other professional designation preferred.
- Strong working knowledge of Microsoft 365, Workday HRIS, and document management systems. Advanced Excel capabilities desired.
- Law firm or professional services experience preferred.

## **Duties & Responsibilities (Continued):**

- Track legislation and regulatory matters impacting compensation and benefits. Collaborate with internal legal counsel to ensure compliance with all applicable laws and reporting requirements. Lead all compliance efforts to ensure adherence to applicable federal, state and country specific legal requirements including, but not limited to, annual tax filing, ACA reporting, Secure 2.0 implementation, pension plan enrollment rules, retirement plan audit and discrimination testing, and country specific coverage limits and requirements.
- Partner with the HRIS team to implement and promote operational efficiency and best practices of the compensation and benefits workstreams within Workday.
- Develop communication strategy to promote engagement and understanding of the firm's compensation and benefits programs. Develop and monitor tools to promote the total value of those programs to attorneys and professional staff.
- Oversee the selection and management of all external benefits-related consulting relationships including service providers, vendors, brokers, auditors, and other consultants.
- Develop and manage the benefits operational budget annually. Implement strategies to evaluate program utilization and make recommendations to promote cost efficiencies.
- Lead a team of professionals performing core compensation or benefits functions for the firm.
- Interface and communicate with all levels of attorneys and staff on all aspects of compensation and benefit issues including but not limited to questions, concerns, education, processing, and general knowledge.
- Subject matter expert for the firm's compensation and benefit programs as well as market and industry insights.

## **Duties & Responsibilities (Continued):**

- Participate on ad hoc projects and work teams as may be required from time to time.

**Status:** Exempt

**Reports To:** Chief People Officer

**Workplace Type:** Remote

Salary range of \$242,000 - \$373,500 based on geography and experience level.

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