



## Manager of People & Culture, MidAmerica

### MidAmerica

MidAmerica is one of the nation's leading providers and administrators of retirement and other tax-advantaged benefit plans for government and education employers throughout the US. The company provides innovative employee benefit programs for over a million educators and other public-sector employees and 2,200 plan sponsors across the country, and has assets under management exceeding \$1 billion. Originally formed in 1995, MidAmerica's core business includes Health Reimbursement Arrangements (HRA), Flexible Spending Accounts (FSA), Social Security Alternative and Special Pay programs (tax-advantaged vacation and sick pay plans for governmental employers), Trusts (for public employer-sponsored healthcare plans that keep healthcare liability off the books), and ACA Compliance Reviews. The company sells and distributes its products and services through a distribution network of insurance brokers that primarily sell into the public sector.

### Responsibilities

- Partners with VP of People & Culture to establish KPIs, conduct monthly metrics reporting, and monitor quarterly employee NPS.
- Partners with VP of People & Culture to create strategic initiatives that drive improved companywide employee NPS.
- Administers various HR-related plans, policies, and procedures, providing guidance and interpretation for the business; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook.
- Recommends new policies, procedures, and approaches as well as assesses existing policies to continually improve efficiency of the department and organization, with a focus on improving the employee experience.
- Administers the compensation program; monitors the performance evaluation program and revises as necessary.
- Conducts annual salary band analysis, benchmarking for positions and salaries in the area.
- Manages all aspects of accurate reporting of payroll, PTO tracking, and employee time management.
- Manages benefits administration and wellness, including annual benefits analysis, claims resolution, open enrollment, communicating benefits information to employees and promoting wellness programs.
- Coordinates with the broader People & Culture team to oversee employee onboarding, deliver human resource essentials, advocate employee engagement, and conduct stay interviews.
- Manages employee relations counseling, investigations, performance improvement plans, outplacement counseling and exit interviewing.
- Conducts 401K administration, compliance, and reporting.
- Administers employee programs including tuition reimbursement, certification, licensing.
- Partners with VP of People & Culture in recruitment process, while also helping to create job descriptions postings, and assisting hiring managers with filtering and selection processes.
- Partners with VP of People & Culture on succession and integrated talent planning.
- Partners with VP of People & Culture on company people strategy and departmental plans.



- Manages internal employee communication and engagement through feedback programs, surveys, and one on one meetings in partnership with VP of People & Culture.
- Manages HCM system, monitors requirements, administers changes, pulls and analyzes reports.
- Manages relationship with HCM, benefits provider, and other vendors working closely to promote the interests of MidAmerica employees and balancing company needs.
- Ensures legal compliance with federal, state and local employment and benefits laws and regulations and updates policies and/or procedures as required.

### **Position Overview**

Reporting to the Vice President of People & Culture of this growing financial services company, the Manager of People & Culture is primarily responsible for performing HR-related duties on a professional level to help support a staff of 100+. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, affirmative action, and employment law compliance. The candidate must have the knowledge and skills to originate and lead Human Resources practices and objectives that will provide an employee-oriented, high-performance People First culture that emphasizes empowerment, quality, productivity, goal attainment, and the recruitment and ongoing development of a superior workforce. The Manager of People & Culture coordinates implementation of services, policies, and programs through People & Culture staff, and assists and advises company managers about any People & Culture-related topics.

### **Qualifications**

- Strong analytical, communication, and evaluation skills
- Experience working with records management tools and human capital management systems
- Ability to work independently and collaboratively with team members
- Proficient in Microsoft Office Suites, specifically Outlook, Word, and Excel
- Ability to maintain confidentiality in line with ethical practices
- Ability to coach and mentor
- A bachelor's degree and three to five years of HR experience, or a master's degree in HR management and two years of experience in the HR field, or seven years of experience in the HR field, or any similar combination of education and experience.
- Working knowledge of employment laws, AA/EEO compliance and records management
- SHRM-CP or SHRM-SCP certification eligible or ability to obtain certification within 12 months of hire date
- Must have superior organizational skills, the ability to multi-task, prioritize and work in a team environment

### **Location**

The position is based at the company's office in Lakeland, Florida with opportunity to work in Tampa, Florida office at least one day a week.

### **Contact**

Interested? Contact MidAmerica (Careers@mymidamerica.com) to apply.