

Space Center Houston Benefits & HRIS Manager

Space Center Houston is a space exploration learning destination dedicated to revealing how science and humanity power space exploration through meaningful, moving experiences about people and the courage, innovation, and teamwork they use to expand the boundaries of what's possible. We inspire guests of all ages to connect with the significance of space exploration as incredible feats of human spaceflight continue to bring joy and wonder to the world. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center and a Smithsonian affiliate.

We are currently seeking a full-time experienced Benefits & HR Information Systems (HRIS) Manager is responsible for developing, implementing, and administering Space Center Houston's benefits strategy, programs and policies, and owns HRIS administration. The Manager evaluates competitive practices, recommends actions and/or programs, and interprets regulations, policies and procedures. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES:

Benefits

- + Manages the design, implementation, administration, communication, and ongoing evaluation of Space Center Houston's benefits programs, policies, and procedures.
- + Ensures that benefits programs support Space Center Houston's business objectives and meet all legal requirements.
- + Manages all group insurance plans (medical, dental, vision, life, long-term disability and voluntary life), health flexible spending/dependent care programs and COBRA.
- + Partners with the insurance broker and supervisor to evaluate and select insurance carriers, negotiate contracts, and recommend necessary changes to the provisions of the plans. Ensures required insurance plan documents are accurate and up to date.
- + Remains up to date on benefit options available in the marketplace to provide high quality and cost effective benefit plans. Analyzes data to ensure benefit offerings are competitive in attracting & retaining talent.
- + Manages administration of the 403(b) Tax Deferred Savings Plan including data collection & reporting and compliance with all laws and regulations.
- + Ensures adherence to and compliance with all requirements related to ERISA, the Affordable Care Act (ACA), COBRA, 403(b) regulations and other benefits related federal/state laws and regulations.

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- + Administers all leave policies including FMLA, personal leave, military leave, short-term and long-term disability. Recommends policy changes as needed to support employee wellness and/or maintain compliance with federal/state laws and regulations.
- + Develops and manages benefits budgets.
- + Manages benefits planning and programs including health and welfare, retirement, and work life.
- + May select and manage outsourced providers.
- + Ensures employees receive assistance with all benefit issues including claims, qualifying event changes, leaves of absence and other benefits related questions. Ensures new hires receive benefits orientations.

HR Information System (HRIS)

- + Develops and implements strategies for the Human Resources Information System (HRIS), determining what traditional HR processes or work could move to an electronic process.
- + Manages the overall administration of the Human Resources Information System (HRIS), currently using Ceridian Dayforce.
- + Develops, implements, and modifies software and hardware requirements based on changing business requirements. Maintains internal database files and tables, and develops custom reports to meet the requirements of company management and staff. Provides the necessary training to meet end users' needs.
- + Engages fully with everything from the foundational building of our systems and processes to mapping the experiences, to data entry and operations improvements while balancing strategic planning and execution within the business.
- + Manages complex and scaling programs serving as the key connector between the business and the Human Resources team.
- + Performs other duties as assigned.

POSITION QUALIFICATIONS:

- + Degree in HR or a related field preferred. HR certification a plus.
- + 5+ years of progressive Human Resources experience preferred
- + Experience in benefits administration with a strong working knowledge of employee benefit plans including federal/state laws and regulations related to compliance/reporting.
- + Experience working with the ACA, ERISA, FMLA and COBRA regulations with extensive experience administering group insurance plans.

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- + Aptitude for information systems.
- + Strong understanding and proficiency with HRIS systems (experience using the Ceridian Dayforce preferred).
- + Strong computer skills using Microsoft Office Products.
- + Understanding of business strategy and objectives and ability to deliver information across teams and other stakeholders.
- + Strong appreciation for, and experience, in building credible partnerships with team members, managers and leaders at all levels.
- + Excellent communication, interpersonal and customer service skills to deal tactfully with Crew and managers.
- + Skills to present information clearly and professionally to individuals and well as large groups.
- + Customer service orientation with the ability to provide a high level of service to Crew and managers in a professional and courteous manner.
- + Sound judgment and the ability to maintain complete confidentiality related to all Human Resources matters.
- + Strong organizational skills with the ability to handle multiple tasks.
- + Strong interpersonal skills with the ability to work well with others.
- + Ability to effectively balance high-level strategic planning and delivery with a bias for action for doing the work that needs to be done at any level to build the foundation for scale
- + Ability to translate data into actionable insights with a strategic plan

Space Center Houston is an equal opportunity employer. We promote a culture of respect, inclusivity, and collaboration.

For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at www.spacecenter.org/careers. Space Center Houston is an equal opportunity employer.