



Classification Description

Job Title: Classification and Compensation Specialist Pay Grade: 110

Job Code: 3984

FLSA Status: Exempt

Job Purpose

This position performs advanced technical and professional work in support of the classification and compensation function within the Office of Human Resources. This position requires excellent professional writing, communication, and editing skills. Work requires close adherence to College policies and procedures and applicable federal and state laws.

General Responsibilities

Essential Functions

Prepares and submits various position related requests, i.e., new positions, reclassifications, salary adjustments, lateral transfers, etc. to Position Workflow for approval.

Assigns, builds and updates new and existing positions, job codes, salary tables, and reporting structures in Banner.

Prepares Position Management Worksheets upon approval of new position and reclassification requests for submission to Budget office and Talent Acquisition, as appropriate.

Closes and/or freezes positions in Banner upon approval from Budget office, as appropriate.

Regularly reviews and updates reporting structures in Banner due to resignations and/or department reorganizations. Sends reporting structure change memos, as needed.

Prepares and submits Personnel Action Forms while closely reviewing and verifying all personnel data and transactions involving pay adjustments, classification changes and other personnel status changes; verifies position data is correctly entered into the Banner system and completes periodic audits to correct discrepancies. Tracks processed Personnel Actions department-wide including Special Assignment personnel actions.

Prepares and sends electronic memos to employees for all personnel actions processed through Classification and Compensation (internal promotions, salary adjustments, department and lateral transfers, interim assignments, etc.). Initiates requests to employees via email for acknowledgement of receipt job descriptions, as appropriate.

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Collaborates with department leadership College-wide and Sr. HR Manager, Classification and Compensation on development of job descriptions through point of finalization and tracks processing. Distributes finalized job descriptions to obtain appropriate administrator signatures, tracks completion and maintains/archives signed documents. Sends updated job descriptions to staff as appropriate; tracks prompt return and saves signed documents to Banner's AppExtender. Maintains job descriptions in appropriate electronic formats and conducts periodic audits of all job-related information for accuracy and consistency.

Audits current, active job descriptions to ensure all position classifications are maintained appropriately in HR's shared drive, and are uploaded to FSW Document Manager and available on FSW website.

Attends meetings with Sr. HR Manager of Classification and Compensation to discuss and provide subject matter expertise to College administrators and department leadership College-wide regarding department reorganizations, position change requests, job description development, pay grading of positions, and related.

Builds reorganization spreadsheets for administrator and budget approval, as needed.

Reviews and approves recruitment requisitions for positions prior to recruitment and/or hiring of employee upon request of Talent Acquisition; ensures that all position and other compensation related information is accurate, complete and valid.

Collaborates with Compensation Analyst in analysis of internal and external market data in evaluation of position equity.

Maintains accurate, complete and timely updates to the College Wage and Salary schedule and Office of Human Resources organizational chart.

Works together with Sr. HR Manager and Compensation Analyst to determine which classifications are due for review; reviews job descriptions, performs job analysis and desk audits, as needed.

Tracks job description review dates to ensure each is reviewed on a regular basis. Schedules meetings and meets with supervisors to request evaluation of and updates to job descriptions.

Provides Talent Acquisition with new or updated job descriptions for recruitment purposes.

Implements salary adjustments and other special increases as a result of needed market adjustments, compensation studies, or other programs.

In absence of Sr. HR Manager, Classification and Compensation, works to resolve complexities related to the Classification/Compensation function; elevates issues to HR management as needed.

Prepares monthly personnel reports for division and department leadership; distributes on a monthly basis.

Prepares organizational charts for departments College-wide, as needed.

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Assists in maintenance of the Classification and Compensation webpage.

Prepares various ad hoc reports in support of the Classification and Compensation function. Participates and/or assists in the review and revision of human resources policies and procedures which impact classification and compensation functions.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years full-time related professional work experience. Appropriate combination of education and experience may be substituted.

Excellent professional writing and communication skills with proven attention to detail.

Ability to independently travel to other locations for College business.

Demonstrated record of outstanding customer service.

Demonstrated ability to maintain confidentiality.

Demonstrated experience and proficiency using a personal computer, office software such as MS Office, human resource information system, Excel and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

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- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 20, 2021. Revised: July 1, 2023, and November 7, 2023.