



## Classification Description

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**Job Title: Classification & Compensation Specialist II Pay Grade: 113**

**Job Code: 4776**

**FLSA Status: Exempt**

### **Job Purpose**

This position performs advanced technical and professional work supporting the classification and compensation function within the Office of Human Resources, including analysis, evaluation, and maintenance of position and compensation data. The Classification and Compensation Specialist II requires strong professional writing, communication, and editing skills, as well as the ability to apply established policies, procedures, and applicable federal and state laws to ensure accuracy, consistency, and compliance in HR processes.

### **General Responsibilities**

#### **Essential Functions**

Prepares and submits a range of position-related requests, including complex actions, i.e., new positions, reclassifications, salary adjustments, lateral transfers, etc. through Position Workflow for approval, ensuring accuracy and completeness prior to submission.

Assigns, builds, and maintains new and existing positions, job codes, salary tables, and reporting structures in Banner, ensuring data accuracy and consistency.

Prepares Position Management Worksheets for approved new positions and reclassification requests for submission to the Budget office and Talent Acquisition, as appropriate, ensuring alignment with supporting documentation.

Closes and/or freezes positions in Banner upon approval from the Budget office, as appropriate, ensuring accurate and timely updates to position records.

Maintains reporting structures in Banner. Reviews and updates reporting structures in Banner due to resignations and/or department reorganizations, ensuring accurate reporting structures are maintained. Prepares and sends reporting structure change memos, as needed.

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

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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 electronic signature requests to employees for acknowledgement of receipt of job descriptions, as appropriate.

Collaborates with College-wide department leadership and Sr. HR Manager, Classification and Compensation on development of job descriptions through 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 return and saves signed documents to Banner's AppExtender. Maintains job descriptions in appropriate electronic formats.

Tracks job description review dates to identify position classifications due for review; requests updated job descriptions from appropriate department leadership for job descriptions not reviewed within the past two (2) years.

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

Conducts job analysis, and performs desk audits, as needed, to support classification and compensation determinations.

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

Participates in meetings with Sr. HR Manager of Classification and Compensation, providing subject matter expertise to College administrators and department leadership College-wide regarding department reorganizations, position change requests, job description development, and position pay grading; contributes to analysis and interpretation of position-related information to support classification and compensation determinations.

Builds reorganization spreadsheets for administrator and Budget Office approval, as needed, ensuring accuracy and consistency to internal classification practices.

Reviews and approves recruitment requisitions for positions prior to recruitment and/or hiring of employee upon request of Talent Acquisition, verifying that position and compensation-related information is accurate, complete, and valid. Provides approval or feedback to ensure compliance with established guidelines.

In collaboration with Talent Acquisition, maintains Vacant Position Report, ensuring accurate reflection of positions approved for recruitment, on hold, eliminated, or reclassified, and that status updates are timely and aligned with authorized changes.

Collaborates with Compensation Analyst II on analysis of internal and external market data to evaluate position equity.

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Prepares alternative duty day calendars and memos for personnel whose positions do not follow a College-approved duty day schedule. Ensures calendars are approved by the employee's supervisor, and properly acknowledged by the supervisor and the employee. Distributes acknowledged versions to the Payroll Office and saves a copy to the employee's personnel file in Banner AppExtender.

Maintains accurate, complete, and timely updates to the College Wage and Salary schedule and conducts periodic audits to ensure accuracy, consistency, and alignment with approved compensation changes.

Implements approved salary adjustments and other special increases resulting from market adjustments, compensation studies, or other compensation programs, ensuring accurate and timely processing in accordance with established guidelines.

In the absence of the Sr. HR Manager, Classification and Compensation, works to address and resolve routine complexities related to the Classification/Compensation function, escalating issues to HR management as appropriate.

Assists in maintenance of the Classification and Compensation webpage.

Prepares various ad hoc reports in support of the Classification and Compensation function.

Participates in and/or assists in the review and revision of human resources policies and procedures impacting classification and compensation functions, providing input to support clarity, consistency, and alignment with established practices.

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.

Four (4) years full-time related professional work experience to include two (2) years as FSW Classification and Compensation Specialist I. An 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.

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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.
- 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.

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**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: May 14, 2026.