

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2019**

**COMPENSATION AND CLASSIFICATION ANALYST**

**FLSA STATUS: EXEMPT – PAY GRADE: 18 – C**

**JOB FAMILY: HUMAN RESOURCES    JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

This position will plan, coordinate and manage the Classification System, to include Compensation and Position Management and supports various employee benefit efforts, when needed. Employees in the position provide customer service and assistance with compensation administration and position management processes.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Reviews position descriptions, conducts job audits, and determines appropriate position classification.

Manage and coordinates the process for maintaining and updating the College's job descriptions.

Conduct analysis on internal and external salary data. Recommend, develop and implement an appropriate employee compensation structure, including pay grades, job design and titles.

Manage and coordinate market and salary surveys.

Develop strong strategic partnerships within the College in order to identify and solve compensation related issues and provide consulting expertise. May act as a lead on compensation related projects.

Works with HRIS staff to ensure that the College's system is updated to reflect changes to salary structures.

Maintain position information to enable benchmarking against internal and industry standards.

Review and approve Vacant and New Position (VNP) requests via the customized online workflow process. Responsible for setting up new positions, changing reallocated positions and to ensure position data is accurate before setting up a new position. Manage the setup of position job codes, position numbers, and active, vacant and deleted positions.

Review and approve Recommendation to Hire (RTH) requests via the customized online workflow process to ensure position data, salary and other data points are accurate.

Manage the employee positions affected by the 2080 hour rule, moving from temporary to regular part-time positions, coordinating with Employment and Payroll teams.

Monitor reviews of compensation and benefits packages to maintain market positioning.

Answer employee queries on compensation matters.

## COMPENSATION, CLASSIFICATION & BENEFITS ANALYST – Page 2

Reviews, analyzes and makes recommendations on salary administration requests to determine starting salaries per the College's Pay Plan policies and procedures (special pay increases and reclassifications).

Develops and documents Human Resource initiatives, related to classification, compensation and position management.

Maintains working knowledge of benefit plans, policies, and compliance.

Assists with required reporting.

Assists in annual open enrollment and other events, as needed

Maintain current working knowledge of federal laws pertaining to benefits (HIPAA, FMLA, COBRA) and Section 125 guidelines.

Perform related duties as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Director of Compensation and Benefits.

### **SUPERVISION EXERCISED**

None

### **MINIMUM QUALIFICATIONS**

Associate's degree from an accredited institution with two (2) years of demonstrated experience in compensation, position classification and job analysis.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree from an accredited institution or four (4) years of demonstrated experience in compensation, position classification and job analysis. Knowledge of the principles, methods, strategies and techniques of classification and compensation administration. Excellent written and verbal communication skills and ability to manage tasks with attention to detail with a high degree of accuracy. Excellent critical thinking and problem solving skills. Familiarity with benefits software systems (Oracle preferred). Excellent time management skills to be able to handle multiple projects with overlapping time frames and cope with shifting priorities. Comfortable with a certain degree of ambiguity. Good evaluation skills.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 5/18