

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

COMPENSATION AND CLASSIFICATION SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 17 – C

JOB FAMILY: HUMAN RESOURCES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

This position provides support for the Classification System, to include Compensation and Position Management. This position provides customer service and assistance with compensation administration and position management processes.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Processes basic department, location, working/interim/temporary, and/or reports to changes in HRIM.

Reviews and revises job descriptions and confirms appropriate position classification.

Pulls market data reports for established job survey matches and identifies gaps with market data.

Assists with survey participation for established survey vendors and/or ad hoc Florida college comparators.

Reviews and approves Vacant and New Position (VNP) and Recommendation to Hire (RTH) requests via the customized online workflow process. Performs periodic audits to ensure the accuracy of position data, salary, and other data points, confirming and/or escalating reallocations and new position requests.

Assists with researching files/documents and prepares/submits reports supporting compensation requests and activities.

Reviews, analyzes, and makes recommendations on salary placement requests per the College's Pay Plan policies and procedures utilizing surveys to obtain and analyze market pay rate (special pay increases and reclassifications).

Provides classification and compensation support to maintain appropriate positions to support student success.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution with one (1) year of Human Resource experience in compensation, staffing, or related area; OR Associate's degree from a regionally accredited institution with three (3) years of Human Resource experience in compensation, staffing, or related area.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution with two (2) years of demonstrated experience in compensation, position classification, and job analysis. Experience with HRIS/HRIM software systems compensation modules (PeopleSoft preferred).

**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: 1/24/24