

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES COMPENSATION SPECIALIST

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To perform specialized personnel administration and technical support work in all phases of human resources. Required to perform a variety of work directly related to the application and implementation of human resources policies and procedures. Position requires the ability to act in an advisory capacity to the professional, administrative, support staff, and faculty on complex technical or procedural matters, referring issues related to policy administration to an administrator. Respond to complex inquiries regarding credentialing, faculty transcripts, faculty work assignments, and other related matters. Also perform routine clerical work, which includes some responsibility to prepare documents for the Director of Human Resources. Full Access to Patient Health Information (PHI Level).

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree from an accredited institution required, preferably in Administration or Human Resources, or six years' experience in Human Resource Administration/Personnel Administration or Payroll may be substituted for the degree requirement. Certification in Human Resources Management preferred.
2. Years of experience in the field: Three to five years related experience in Human Resource Administration/Personnel Administration or Payroll required. Experience in a college or university setting is preferred.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of the principles and practices of college procedures, State Board of Education rules, SACSCOC standards. Ability to deal effectively with outside agencies, college administrators, employees, and the public. Ability to maintain complex records, checks for accuracy, and follow up. Evidence of computer skills including word processing, spreadsheets, database, and data input.

PREREQUISITES FOR POSITION (Qualification Standards): (Continued)Special skills or abilities related to the position:

Knowledge of the principles and practices of Personnel Administration, including knowledge of interviewing techniques. Knowledge of business principles and office management and the ability to apply this knowledge to work problems and situations. Ability to develop and maintain minor decisions following State Board of Community College rules, college policies, and procedures and to apply these to problems and situations. Ability to work with minimal supervision and to make decisions following college rules and procedures. Proficient in the use of computer software such as MS Office, Outlook, Word, Excel, and internet required.

ESSENTIAL JOB FUNCTIONS:

1. Provide administrative and clerical support to the Director of Human Resources.
2. Audit all files and input records for personnel/payroll system processing including verifying salaries and monitoring receipt of required documents associated with the hiring process and payroll edits.
3. Attend meetings and conferences related to job responsibilities.
4. Establish and maintain office administrative files.
5. Verify previous employment of new hires.
6. Establish and maintain employee records and files.
7. Input all salary information into computer for payroll purposes for adjuncts/overloads for each semester.
8. Follow-up regarding load sheets for adjuncts or faculty overloads verifying they are signed and returned on time and all other missing documents required for personnel files, including, but not limited to, original transcripts that are required by SACSCOC.
9. Liaison to the payroll office. Input data into personnel/payroll Jenzabar system. Update data as changes occur. Work with payroll officer in certifying the accuracy of data.
10. Update, maintain and track changes to the salary schedule and assist in producing annual Classification and Salary Schedule.
11. Analyze and evaluate job descriptions, both new and revised, to determine minimum qualifications, duties, and responsibilities, appropriate Fair Labor Standard Act classification, salary range and pay grade levels based on both internal and external job and market pay comparisons.
12. Responsible for auditing, updating, and maintaining job descriptions and distributing them to the appropriate persons/library for posting on the internet/intranet.
13. Responsible for verifying and reporting all personnel actions to the Board of District Trustees monthly.
14. Calculate salaries on new hires and current employees as needed. In addition, responsible for the processing of increases, when necessary, for all full-time employees and part-time instructors.
15. Conduct salary analysis for administration, when requested.
16. Responsible for Florida New Hire Reporting, Social Security verifications, and FDLE background checks of all new and rehired employees within 14 days of hire.

ESSENTIAL JOB FUNCTIONS (Continued):

17. Responsible for having the dean, vice president or hiring supervisor sign off on the checklist for faculty credential review, verifying faculty, administrators, and all part-time instructors are qualified to teach the courses they are teaching under the guidelines of SACSCOC.
18. Liaison for data processing. Ordering reports, requesting changes and updates to the current system. Coordinate clean-up to personnel computer files when necessary.
19. Complete annual compensation data surveys; both locally and nationally, from various agencies or other colleges.
20. Responsible for maintaining the vacancy report for the vice president of Administration & Finance.
21. Answer correspondence and inquiries.
22. Work closely with the Office of Institutional Effectiveness and the Information Technology department in the cleanup and processing of the APR, IPED, and the PDB reports for the state of Florida.
23. Secure and input all information for SACSCOC requirements into the system maintained by the Coordinator of Curriculum Services and Faculty Credentialing.
24. Assist with the issuance of contracts to administrative and instructional personnel.
25. Update college catalog with new employees and degree information.
26. Responsible for creating and maintaining college-wide organizational charts.
27. Create and run queries and reports from the HRIS system utilizing technology to automate and make compensation administration more effective and efficient. Monitor and maintain compensation-related data integrity via HRIS (Jenzabar).
28. May require overnight, out-of-district travel regularly.
29. Complete other related duties and projects as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 1 (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Director of Human Resources