Classification Specification for Unclassified Service

Title: Coordinator, Compensation

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, coordinate, manage and participate in the daily activities of the Compensation Department. Conduct position audits and issue determinations; create and analyze complex demographic reports to assess compliance with Compensation policies and procedures and make recommendations.

Characteristic Duties

- Coordinate the daily activities of the Compensation Department (e.g., create and maintain organizational unit, PeopleAdmin, PCR approvals, maintain departmental database; conduct basic position audits salary reviews and make recommendations; create and analyze complex demographic reports; calculate & maintain all salary schedules (except AAUP-faculty).

- Assist in the development and implementation of new policies and procedures.

- Problem resolution: research analyze, and interpret Compensation policies and procedures as well as bargaining unit agreements.

- Interpret Human Resources and University policies and procedures, as well as bargaining unit contracts (1199/SEIU, AFSCME, FOP, IUOE & ONA).

- Provide assistance and information to the general public, University community and government agencies in response to requests, complaints, etc., and follow-up in accordance with appropriate policies and/or contracts.

- Utilize HR Systems and make recommendations for improvement.

- Research and develop Compensation presentations as needed.

- Serve as member on various committees as needed.

- Perform related duties and special projects based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) year experience; -OR- five (5) years experience. Degree must be in a related field. Experience must be in Human Resources.