



<b>Position Title:</b>	Compensation and Benefits Manager		
<b>Reports To:</b>	Director		
<b>Department:</b>	Compensation & Benefits	<b>Job Code:</b>	0145-00E
<b>Prepared By/Date:</b>	John Vogel/07-2007	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Martha Arrieta/07-14-2011	<b>Salary Grade:</b>	15
<b>Revised:</b>	Elaine Spence/07-14-2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Compensation and Benefits Manager is responsible for providing functional leadership to departmental staff. This individual will also provide analytical support in the areas of compensation, classification, report writing, and benefits.

### **Essential Duties and Responsibilities:**

- Provides direction to Compensation Analyst through assignment of projects, planning work process, training and review of work
- Conducts job analysis for complex exempt and top managerial positions
- Works with department heads on more complex issues while adhering to organizational policy and procedures
- Provides direction to the Compensation Analyst in conducting classification reviews to determine appropriate grade levels
- Provides guidance to client departments on federal and state laws/guidelines
- Conducts internal salary equity reviews
- Participates or provides guidance in the completion of salary and benefit surveys, both local and national, to determine College competitiveness
- Participates in the research, review and analysis of new benefits
- Consults with Benefits team to achieve resolution of issues and provide direction for processes and decision making
- May conduct individual retirement sessions with employees.
- May review or provide direction on the completion of retirement documentation which includes but is not limited to benefits insurance costs, accrued leave estimates and sick leave payouts.
- Develops and provides Compensation & Benefits training to department and other HR divisional staff
- Coordinates benefits workshops for College employees
- Keeps abreast of trends and legal issues, recommending changes as appropriate
- Maintains up to date knowledge of the Florida State Retirement System rules and processes
- Reviews and makes recommendations to improve department processes
- Supervises department part-time staff and student assistant(s)
- Acts as Department Director in his/her absence
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of compensation principles and practices, including survey design and multiple classification methods
- Knowledge of FLSA regulations and state and federal benefit laws
- Knowledge about spreadsheets, database programs and office automation
- Skill in writing job descriptions

- Excellent interpersonal and communication skills (oral and written)
- Ability to effectively collect, analyze, evaluate and prepare compensation and benefit statistical data
- Ability to conduct salary and benefit surveys
- Ability to promote and maintain effective working relationships
- Ability to take initiative and to work with minimal supervision
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**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.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree from an accredited college/university and six (6) years progressive experience in compensation and benefits with at least four (4) years required in compensation

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name