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| Position Title: | Director, Compensation, Benefits and HRIS | | |
| Reports To: | Vice Provost, HR | | |
| Department: | Human Resources | Job Code: | 0815-00E |
| Prepared By/Date: | Jennifer C. Brito/06-09-2009 | Job Group: | PEC |
| Approved By/Date: | Iliana Castillo-Frick/9-22-09 | Salary Grade: | 19 |
| Revised: | Jennifer C. Brito/07-28-2009 | FLSA Status: | Exempt |

Summary:

The Director of Compensation, Benefits and Human Resources Information Systems (HRIS) is responsible for managing these areas through analysis, development, evaluation, and implementation of the College's compensation and benefits plans. Programs are designed to attract, retain and motivate a highly skilled workforce while ensuring compliance with governmental regulations, internal equity and competitive pay structure. Goals are achieved by providing the vision, leadership, planning, project coordination, and management for HRIS while concurrently facilitating efficient operations to meet current and future business needs within the Division of Human Resources (HR).

Essential Duties and Responsibilities:

- Manages all compensation and benefits programs, policies and procedures, including but not limited to job evaluation, job classification/reclassification, salary structures for all non-instructional employees, welfare plans (health, dental, life and other voluntary plans) and retirement programs (Florida Retirement System, Tax Sheltered Annuities (TSA's), etc.)
- Leads the Compensation and Benefits Teams on data preparation and analysis to serve a variety of institutional needs including support of the College's collective bargaining agreement with the faculty.
- Also, leads the HRIS staff that provides support to HR, as well as college-wide personnel data reporting and coordination of the faculty management system (ASTRA).
- Manages all departmental employees (full-time and part-time) including performance evaluations.
- Designs compensation and benefits services and strategies, makes recommendations, and prepares proposals for new and improved programs based on institutional need and/or governmental changes.
- Promotes proactive approaches using HRIS to solve business needs/problems, enhances the understanding and acceptance of the HRIS capabilities by directing, researching and resolving HRIS problems, unexpected results or process flaws and recommends solutions or alternate methods to meet requirements.
- Assists the IT Department in the review, testing, and implementation of HRIS system upgrades or enhancements, including maintenance of system tables, to ensure that HR needs are addressed.
- Advises managers and employees on resolutions for specific problems relating to salaries, job classifications, job content and benefit program issues.
- Oversees effective security access to personnel data to mitigate institutional risk, maintains continuity of operations, and safeguards data integrity.
- Counsels employees on available retirement options, rules, and regulations, both mandatory and voluntary.
- Oversees leave of absence programs to ensure administration according to applicable federal laws and College procedures.
- Implements benefits programs, ranging from the initial stage of gathering information through

program implementation and evaluation that are compliant with all applicable federal, state and local laws.

- Coordinates the development and implementation of programs, special projects, research studies and other divisional initiatives to identify best practices and process improvements in order to promote functional efficiency and productivity.
- Recommends reclassification of positions to maintain consistency throughout the College.
- Collects and interprets area, regional and national benefit information for all employee levels using a variety of methods (including, but not limited to personal contact, surveys and publications, studies) to determine the competitive position of the College.
- Directs the digitization process of human resources files, including personal records created for display on myMDC.com and personnel FAQs for Ask MDC/HR.
- Provides direct assistance for the formulation and implementation of College policies and procedures as they affect HR.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of classification principles and job evaluation methodology sufficient to apply appropriate techniques to classify positions.
- Expert knowledge of current State and Federal compensation and benefit rules and regulations through official publications and communication with appropriate agencies.
- Knowledge of applicable federal and state employment laws and regulations.
- Knowledge of HR practices and principles.
- Knowledge of an HR documents system.
- Knowledge of college educational philosophy and top management administrative practices and procedures.
- Knowledge and skill in functions/processes of a HRIS.
- Expert knowledge of computer assisted compensation and benefits analysis techniques.
- Superior client service skills with ability to work collaboratively with organizational teams.
- Strong analytical and problem solving skills, with attention to detail.
- Skill and knowledge in the collection, analysis and determination of the relative market value and institutional application of quantitative salary and benefit survey data.
- Superior skill in communicating effectively with all levels of employees both verbally and in writing, including top management, sufficient to provide information, interpret policy and to justify and persuade others.
- Skill in writing concise, logical, analytical reports and notes to justify compensation and benefits recommendations and decisions.
- Skill in computing rates, ratios, and percentages in gathering and applying salary and benefits data.
- Ability to develop and implement action plans to address unique and unusual issues within compensation and benefits disciplines.
- 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 and talk or hear. The employee is occasionally required to 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.

- Master's degree in Human Resources or related field and six (6) years of progressively responsible experience including supervision of employees, three (3) of which should be directly related to classification/compensation administration and/or benefits; or Bachelor's degree with a major in Human Resources or related field and ten (10) years of progressively responsible experience in Human Resources administration, including supervision of employees, four (4) of which should be directly related to classification/compensation administration and/or benefits.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name