

Title: Compensation Administrator

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, assist with Compensation and Benefits administration, coordination, and communication.

Characteristic Duties

- Approve personnel change requests (PCR) and org management change requests (OMCR) from business units via HRIS system.
- Manage and coordinate the HR Compensation mailbox.
- Collaborate with Business Core Systems on maintenance and coordination of Job Profile Builder in Success Factors software. Develop and revise classification specifications.
- Initiate correspondence and respond to inquiries regarding classification recommendations.
- Partner and collaborate with HR Central units on position corrections and edits in HRIS.
- Perform Compensation and/or Benefits audits on a recurring schedule.
- Respond to compensation and benefits surveys; conduct salary survey/job market research and summarize results.
- Work on special projects within Central Human Resources as needed.
- Must maintain confidentiality with high level of integrity.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with 2-4 years of experience – OR – equivalent combination of education and experience. Degree must be in business, human resources or related field.
- Experience with Microsoft Office Suite applications (Excel, Word, Outlook, Power Point).
- Knowledge of various Federal and State labor and employment laws.
- Ability to multi-task and prioritize deliverables.
- Demonstrated strong organizational, oral and written communication skills.

New: June 2018

