

**POSITION TITLE:** Senior Human Resources Specialist – Compensation

**QUALIFICATIONS:**

Bachelor's degree, preferably in human Resources Management or related field. Five years in human resources discipline or human resources related experience with an emphasis in Compensation. Strong knowledge of human resources programs, processes, strategies and best practice. Demonstrated ability to work cooperatively and collaboratively in a team environment. Excellent interpersonal, communications, presentation, time management and organizational skills. Strong analytical and problem solving skills, attention to detail. Proficient computer skills including Microsoft Word, Excel, PowerPoint, and the use of the Internet and Intranet.

**PERFORMANCE EXPECTATIONS:** Responds to questions and provides counsel related to compensation policies, programs and procedures. Takes a lead role to develop compensation policies. Evaluate and identify opportunities for and implement process improvements. Administers base salary and incentive programs. Performs job evaluations. Creates new and modifies existing job descriptions. Conducts market analysis, makes salary recommendations. Updates salary schedules. Provides data input for annual salary surveys. Conducts compensation research. Analyzes data. Prepares compensation related reports. Resolves compensation issues and provides recommendations. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs administrative work in the coordination and supervision of human resources activities. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Manager Human Resources

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 124

**LENGTH OF CONTRACT:** 260 Days (12months)

**FLSA STATUS:** Exempt