
JOB DESCRIPTION: COMPENSATION SPECIALIST

DEPARTMENT:	Talent Management – Human Resources	REPORTS TO:	Manager, Compensation
JOB CLASS:	Specialist	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	7/1/2017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Compensation Specialist performs professional level human resource duties in the administration and support of the school's various compensation programs and policies. These duties include assisting in the maintenance of salary schedules, research of market wage data, review of job classification assignments, participation in salary surveys, and adherence to salary and wage policies, laws and regulations.

ESSENTIAL POSITION FUNCTIONS:

- Assist in performing detailed salary analysis for all internal compensation actions, external hires, and for ad-hoc requests from management; research, compile and analyze market data at the individual job and job classification level
- Update and maintain current salary schedules, conduct market analysis of pay grades and ranges as needed utilizing nationally recognized and statistically validated salary surveys and comparable Florida school district data when applicable; participate in nationally recognized salary surveys
- Create and maintain salary supplement procedures; ensure compliance with salary supplement processes; provide guidance on FLVS policies regarding use of salary supplements
- Assist in the job description creation process, procedures, and approvals; including adherence to FLSA regulations
- Research and stay abreast of all applicable state and federal laws and regulations as related to compensation
- Process educational assistance requests, advanced degree requests, sales commission payments, and other forms of compensation
- Research, implement and utilize necessary computer applications to support and conduct activities in the area of compensation analysis
- Develop and maintain compensation reporting methods
- Coordinate and implement various and miscellaneous compensation projects
- Develop and maintain standard operating procedures for the position
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education:

- Bachelor's degree in Human Resources, Business Administration or Public Administration, or equivalent combination of education and relevant experience

Experience:

- Three years' progressively responsible human resources experience, preferably in the area of Compensation

Knowledge, abilities and skills:

- Knowledge of principles, methods, and techniques of human resources administration related to the area of compensation
- Knowledge of applicable federal and state wage and hour laws, school district rules, codes, and other regulations related to the area of compensation
- Knowledge of principles and practices of compensation program development, administration, and evaluation
- Ability to interpret, explain, and apply applicable laws, codes, and regulations to internal policies and procedures
- Ability to prepare clear, concise, and complete analysis, proposals, reports and other written materials
- Knowledge and experience in establishing appropriate pay structures, grades, classifications, job families, career-ladders and other compensation-related programs based on market data and internal company pay philosophies and existing programs
- Knowledge of Microsoft Word, Power Point, and advanced knowledge of Excel
- Ability to work with and through people to establish goals, objectives, and action plans
- Strong communication and presentation skills
- Ability to work independently and as a team member

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p>

<i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>
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INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote/Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.