

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Compensation Technician

Unit: Confidential

Page: 1 of 3
Job Code: L1915
Original Date: 07/2009
Last Revision: 08/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 26

DEFINITION

Under the general direction of an assigned supervisor or manager, lead the administration, maintenance, and control of the Human Resources Salary/Compensation function. Independently perform highly responsible and paraprofessional specialized and technical analysis and problem solving, handling situations and adopting effective courses of action within the Salary/Compensation function involving processes and outcome. Work confidentially and independently with discretion. Implement major parts of Human Resources Salary/Compensation programs. Responsible for assuring accuracy of salary schedules, rules, and processes, including a wide variety of salary schedules related to the District's multiple employee groups.

EXAMPLE OF DUTIES

1. Lead the administration and monitor and control activities of the Human Resources Salary/ Compensation function according to District policy and procedures, federal and State rules and regulations, and labor relations contracts. Plan, lead, and provide work direction to other human resources staff and campus administrative technicians. Train others and organize work. Perform quality assurance reviews of input districtwide to insure correct salary placement at all times.
2. Conduct research and analyses of a paraprofessional nature. Coordinate, plan, and perform special studies. Accumulate, evaluate, and analyze data and make intricate decisions regarding complex system processes.
3. Serve as the liaison between assigned area and computer support services. Work closely with outside consultants or other service providers.
4. Perform routine and complex technical and paraprofessional duties related to ongoing administration of all salary changes based on numerous factors. Handle sensitive materials and confidential issues regarding bargaining, employee relations, payroll, and personnel information.
5. Implement the off-schedule and retro processes. Prepare biannual Retired College Faculty Pro-Rata Contracts. Establish and maintain all District salary schedules.
6. Provide a wide range of information to faculty, staff, agencies, and the public. Interact effectively with applicants, employees, retirees, and the general public on a wide variety of sensitive issues. Provide technical advice and detailed assistance to administrators, faculty, and employees regarding interpretation of District human resources policy and procedures, federal and State rules and regulations, and labor relations contracts. Assist staff members with administrative problems and procedures.
7. Operate computers and business-related software, including word processing, spreadsheets, and databases. Assist in the design of web pages for District information and public use. Input data, text, code, and characters. Edit, review, verify, and extract data from computer databases.
8. Lead projects in the analysis and testing of modifications/customs to the Human Resources payroll system that relate to salary and compensation. Responsible for the implementation and coordination of running the Human Resources payroll system salary/compensation customs. Set-up and maintain database system tables and database tracking systems. Provide consultative and technical assistance in the modification and implementation of database system issues.

9. Identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of issues. Assist in the formulation, preparation, and modification of operational policies, procedures, and systems. Recommend changes to existing policies and procedures within the Salary/Compensation program.
10. Represent the department or office in meetings or conferences; act as liaison between designated area and other segments of the District or the public. Coordinate and schedule meetings and interviews. Provide orientations and workshops.
11. Maintain a variety of inter-related records and files and prepare reports. Compose and prepare special memos, documents, and memoranda responding to questions or inquiries, the collective bargaining process, contract review requirements, and materials to assure proper implementation and processing of salary/compensation issues.
12. Apply and interpret District policies, procedures, rules, and regulations. Understand, interpret, apply, and sustain applicable sections of the California Education Code, District collective bargaining contracts and Meet & Confer Agreements, and other local, State, and federal laws. Learn updates and revisions to regulations, policies, rules, and Collective Bargaining Agreements.
13. Act as senior resource person and point liaison regarding all aspects of employee salary/compensation for all contract and adjunct employees as it relates to initial salary placement, promotional movement, step movement based on anniversary increment, longevity movement, professional development movement, reclassification/range reallocation movement, educational incentive, and 450 hours movement.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code and other local, State, and federal laws.
Basic research procedures and principles, including problem solving and research techniques.
Billing, posting, and balancing accounting, financial, and statistical record-keeping practices.
Computer applications and systems, including word processing, spreadsheets, and databases.
District organization, operations, policies, procedures, and objectives.
District policies, practices, rules, regulations, and procedures as applied to assigned program.
English usage, grammar, spelling, punctuation, and vocabulary.
General computer operations and platforms and business-related applications and database management.
Human Resources functions and departments and general procedures and practices.
Human Resources payroll systems database, elements, processes, and general operational methods.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communications skills.
Principles and practices of administration, supervision, and training.
Record-keeping techniques.
Research and analysis in the application of business and statistics and reporting techniques.
Technical aspects of Human Resources Salary/Compensation administration and maintenance.
Understanding of collective bargaining contracts.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Analyze data, drawing logical conclusions and making appropriate recommendations.
Communicate effectively both orally and in writing.

Compile data and prepare reports.
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
Establish and maintain effective working relationships with others.
Identify different approaches creatively and initiate constructive approaches and solutions.
Implement all parts of the Human Resources Salary/Compensation program.
Input of data, text, code, and characters.
Interact effectively with applicants, employees, retirees, and the general public on a wide variety of sensitive issues.
Interpret, apply, and explain policies, procedures, rules, and regulations.
Lead, train, and provide work direction to others.
Maintain computer software files and tables.
Maintain confidential and complex records and files.
Meet schedules and time lines.
Operate computers and business-related software, including word processing, spreadsheets, and databases.
Perform a wide variety of difficult, specialized, and complex technical human resources work in technical area assigned.
Plan and organize work.
Provide technical expertise and analytical support.
Understand and follow oral and written directions.
Work confidentially and independently with discretion.

Training and Experience:

Any combination of training and experience equivalent to: two years of college with special course work in business administration or human resources management or a related field and five years of analytical and complex technical experience in salary or compensation administration.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Some travel to campus and agency sites.