



Job Description

Job Title:	Executive Director Benefits and Compensation	Grade:	O
Department:	Human Resources	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Overall responsibility for management of the College's compensation and benefits programs. Provides technical guidance and assistance on compensation and benefit issues to Administration and is responsible for internal compensation equity. Reviews and conducts surveys of educational institutions and the Charlotte metropolitan area to determine the College's competitive position in compensation and employee benefits.

Characteristic Duties and Responsibilities:

1. Provides compensation training to management to ensure accurate interpretation of compensation philosophy.
2. Works with AVP HR in managing and setting direction with compensation, benefit offerings, training and development, compliance, policy, process, and reporting.
3. Manages high level of retirement consultations for eligible employees
4. Assists Managers with compensation related issues, department organizational structure, and job definitions. Performs analysis of new position and reclassification of current positions.
5. Participates in salary surveys and performs market analysis for CPCC positions to ensure competitiveness.
6. Acts as Datatel HR Security backup contact.
7. Backup for Exec Director ER, Recruitment and Retention.
8. Oversees the development of job descriptions and works with department managers and supervisor in analyzing and classifying positions to ensure internal equity and market competitiveness.
9. Oversees the administration of employee benefit programs including, but not limited to, medical, dental, life, disability and workers compensation. Advises and counsels management and employees on existing benefits. Responsible for preparing Requests for Proposals and securing quotes for benefit programs.
10. Assures College compliance with all federal and state laws and regulations regarding compensation and benefits. This includes, but is not limited to, FLSA, workers compensation, FMLA, ADA, HIPPA, cafeteria plans and the Fair Credit reporting Act. Supervises preparation of reports and applications required by law to be filed with federal and state agencies, such as the Internal Revenue Service, Department of Labor, insurance commissioners and other regulatory agencies.
11. Analyzes and monitors the effectiveness of compensation and benefit programs. Recommends changes which are cost effective and consistent with compensation trends and the market.
12. Provides advice and counsel to management regarding the compensation for new hires as well as issues related to employee promotions, demotions, transfers, temporary assignments and additional duties to assure adherence to the Compensation Guidelines.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Revised May 2013



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13. Researches compensation and benefit data and prepares reports and proposals for management consideration. Analyses the results of surveys and develops specific recommendations for review by management.
14. Security agent for HR-Payroll Modules
15. Evaluations and maintenance of job descriptions for upcoming SACS review and compensation study.
16. Provides HR representation on various project teams throughout the college and community.
17. Views laws and regulations to ensure compliance with Affordable Health Care Act and ERISA.
18. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Associate Vice President Human Resources

Direction Given: Direct supervision as a first-line supervisor for assigned professional and support staff in benefits and compensation functions

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Human Resources, Business, Public Administration or a related field and a minimum of 6 years related work experience in administering compensation and benefit programs

Preferred Qualifications:

Professional certifications/designations such as CEBS, PHR, CCP or CBP
Master's Degree from a regionally accredited institution in Human Resources, Business or related field



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Knowledge, Skills, Abilities and Worker Characteristics:

Strong leadership skills
Knowledge of federal and state laws and regulations regarding compensation and benefit plans
Strong presentation and communication skills
The ability to prepare and write reports and proposals
Intermediate to advanced computer skills in Word, Excel, Outlook and Power Point
Experience with HRIS systems, databases and querying or report writing

Working Conditions:

Typical office environment