



Job Description

Job Title:	Human Resources Technician II – Compensation & Benefits	Grade:	I
Department:	Human Resources	FLSA:	Non-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:

This position is responsible for a variety of moderately complex to complex tasks to assist with the administration of the Compensation and Benefits program and related activities.

Characteristic Duties and Responsibilities:

1. Assists with the process for job analysis, job specification and drafting job descriptions.
2. Performs tasks in support of the Executive Director of Compensation and Benefits, including but not limited to organizing compensation-related documents, managing website content, maintaining pay grades, generating reports, compiling data for surveys and researching market data.
3. Assists with special projects related to compensation administration.
4. May respond to routine inquiries related to compensation administration and job descriptions.
5. May assist with classification of jobs.
6. May enter and update benefits information into the information system; reviews for accuracy.
7. May provide relief for front desk, answers and directs telephone calls by providing information, taking messages and screening requests for supervisors or refer to the appropriate individual; may greet and direct visitors; may answer questions, inquiries, or provide general information regarding policies and procedures.
8. May work with benefit vendors to coordinate training and information session for employees, including the annual Benefits Fair.
9. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Executive Director of Compensation and Benefits
Direction Given: No authority or responsibility for the supervision of others, project direction or program management



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Minimum Requirements:

Requires a high school diploma or GED and 2 years of human resources clerical experience. Proficiency in Microsoft Office, particularly MS Word and the ability to handle confidential information with absolute discretion.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of typical office procedures

Excellent communication/grammar skills (verbal and written)

Pro-active customer service orientation

Ability to work both independently and as part of a team

Excellent organizational skills; ability to prioritize and handle multiple assignments in a fast-paced environment

Working Conditions:

Typical office environment