



Ocean County College

Compensation & Classification Coordinator

SALARY	\$45,747.00 - \$60,997.00 Annually	LOCATION	Main Campus - Toms River, NJ
JOB TYPE	Full-Time	JOB NUMBER	202300372
DIVISION	Finance & Administration	DEPARTMENT	Human Resources
OPENING DATE	01/30/2024	CLOSING DATE	2/11/2024 11:59 PM Eastern
DAYS OF WEEK-	Monday		
SCHEDULE	Tuesday		
	Wednesday		
	Thursday		
	Friday		

The Position

Ocean County College is seeking an experienced Human Resources professional. As a Community College, we have a wide array of benefits available to all full-time employees including state health benefits, a generous vacation & sick time package, tuition waiver & reimbursement for employees & dependents, and state mandated retirement programs.

The Compensation & Classification Coordinator provides programmatic support and expertise to the College's position descriptions and compensation system, aiming to attract and retain a diverse and efficient workforce. This position will manage and maintain the compensation and classification structures through an understanding of internal and external market trends, approved budgets, policies and guidelines, and a comprehensive knowledge of all Federal and State compensation laws.

What You Will Do

1. Works closely with the hiring managers, key stakeholders, and managers to assess personnel needs. Evaluates and assesses position needs to advise managers how to best develop or modify position descriptions to meet the needs of the institution
2. Evaluates new candidate and internal employee qualifications to produce and process competitive employment and compensation offers. Reviews stipend and additional duty requests. Recommends pay based on consistent and equitable practices. Offers for represented employees must be in compliance with collective bargaining agreements (CBA).
3. Administers the position classification program with the development and preparation of accurate position descriptions; conducts position audits, ensures position description standardization.
4. Monitors the effectiveness of existing compensation practices and recommends changes that are within budgetary constraints, take CBA s into consideration, are consistent, and conducive to the productive workforce of the college.

5. Recommends process improvements as appropriate; drafts operating guidelines, policies and procedures, and internal standard operating procedures. Reviews system templates annually and ensures all talent acquisition communications are in alignment with college policy, CBAs and guidelines.
6. Prepares reports, analyses and salary surveys as assigned; updates and maintains the position description management system.
7. Serves as the subject matter expert on a variety of participatory and task-specific committees, initiatives and teams as needed or requested.
8. Design and deliver compensation communications, trainings, and materials to hiring managers and employees with an emphasis on career paths and projected growth within the college. Assists in the delivery of the Total Compensation statements.
9. Ensures compliance with CBAs, wage/hour, EEO, Fair Labor Standards Act, NJ First Act, Fair Credit Reporting Act; Pay Equity Act; and other state and federal regulations; addresses complaints and provides resolution assistance under the direction of the Executive Director.
10. Related projects, initiatives and duties as assigned.

The Successful Candidate Must Have

1. Bachelor's Degree, preferably in Human Resources, Communications, or closely related discipline.
2. Minimum of three years' of directly related experience in talent acquisition or classification and compensation analysis.
4. Solid working knowledge of NJ and federal employment laws and regulations, talent acquisition, "best practices", and the ability to recommend changes to current practices and procedures.
5. Demonstrated proficiency using Microsoft Office Suite, and HRIS, ATS, and position tracking database systems.

Even Better If You Have

1. Prior experience working in a higher education or public sector environment.
2. Familiarity with NJ State benefits and pension programs.

Agency

Ocean County College

Address

1 College Drive

Toms River, New Jersey, 08754

Phone

732.255.0400 x2360

732.255.0400 x2148

Website

<http://www.ocean.edu>