

# SENIOR HUMAN RESOURCES SPECIALIST – COMPENSATION PROGRAMS

**Location: New Castle, DE**

**\$66,880 to \$78,682 (commensurate with skills)  
(Grade J)**

**Opening Date: August 30, 2022**

**Closing Date: September 30, 2022**

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## **I. POSITION SUMMARY**

The Sr. Human Resources Specialist - Compensation Programs is responsible for the development and maintenance of the Authority's compensation system designed to attract, retain, and motivate employees. This position ensures that the Authority's compensation programs are in compliance with internal policies (i.e., compensation philosophy) and government regulations. Responsibility includes the effective and efficient salary analysis and administration that ensures alignment with the Authority's goals and competitive practices. This position will assist Human Resources Management in developing total rewards recommendations and solutions. The nature of this work is confidential and requires professionalism and discretion in interfacing with management, employees, and unions. The employee in this position works under the direction and support of the Human Resources Management Team and reports directly to the Chief Human Resources Officer.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists the Chief Human Resources Officer (CHRO) in development, implementation, and administration of Authority-wide compensation programs
- Monitors the effectiveness of compensation policies and practices and makes recommendations that are cost-effective and consistent with compensation trends and the Authority's objectives
- Ensures compensation programs are compliant with federal, state and local compensation laws and regulations
- Works collaboratively with HR Shared Services/Payroll on all compensation matters as appropriate and regarding compensation-related HR Information System implementation and enhancements
- Conducts and participates in salary (and total rewards) surveys and studies labor markets for full time and casual positions to determine compensation trends and to establish and maintain competitive wage rates
- Utilizes occupational data to create or improve job and wage evaluation systems; develops techniques for compiling, preparing, and presenting such data
- Oversees the job evaluation and job classification process Authority-wide
- Conducts annual salary adjustment (i.e., compression and midpoint) and salary structure analysis
- Analyzes jobs, reviews job descriptions and specifications, and reviews job classifications to ensure Fair Labor Standard Act (FLSA) compliance
- Provides guidance and makes recommendations in accordance with CHRO's direction to HR Management Team (Employee and Labor Relations, Talent Acquisition, Education & Development, Pension & Benefits) on compensation and total rewards initiatives
- Assists in effective and efficient communication of compensation philosophy and programs to management and employees
- Provides data to the HR Management Team in order to effectively and efficiently evaluate jobs and to make salary decisions

- Coordinates development and administration of the performance review program to ensure compliance with salary administration guidelines
- Develops and implements standard operating procedures (SOP's) relative to the administration of the compensation programs and processes
- Stays abreast of compensation best practices and trends to routinely analyze the Authority's compensation philosophy, practices, and programs
- Provides superior customer service to everyone by responding in a courteous and efficient manner
- Assists with other duties as assigned

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of all federal, state and local regulations and compliance requirements related to employee base and incentive compensation programs
- Demonstrated experience in job analysis and job evaluation techniques, concepts, principles, and processes (including job leveling, market pricing, and compensation administration)
- Ability to effectively write job descriptions
- Working knowledge of payroll taxation of compensation
- Strong organization, project, and time management skills with ability to handle multiple projects simultaneously to completion by setting priorities; ability to work well under pressure while meeting deadlines
- Strong attention to detail and results orientation with excellent analytical and problem-solving skills
- Strong interpersonal and listening skills with ability to be approachable
- Ability to establish and maintain effective working relationships and work in a team environment and exert initiative
- Ability to exhibit a high level of confidentiality
- Effective verbal and written communication skills with the ability to communicate in a clear and concise manner and professionally with all levels of management and employees
- Demonstrated proficiency in Microsoft Office (Word, Outlook, and PowerPoint)
- Demonstrated skills in advanced Microsoft Excel (including formulas, V-Lookup and Pivot Tables, etc.)
- Ability to provide excellent customer service to all internal and external customers

### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited college or university with major course work in Business Administration, Finance, Business Management, Human Resources, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- At least five (5) years of progressively responsible experience in employee compensation programs; seven (7) years preferred
- Compensation experience in public sector and in union environment preferred

### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS**

- Valid Driver's License
- Professional Certification preferred such as Certified Compensation Professional (CCP), Advanced Certified Compensation Professional (ACCP), PHR, SPHR, SHRM-CP, SHRM-SCP

### **VI. SPECIAL REQUIREMENTS**

- Subject to a background investigation and pre-employment physical including drug testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Available to travel to different Authority facilities as needed
- Available to support business operations outside of normal business hours as needed