Director, HRIS and Compensation
Community College of Philadelphia

Job Title	Director, HRIS and Compensation
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Jan. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Human Resources
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Job Description	

Posting Details

Position Information

Position Title: Director, HRIS and Compensation

Requisition Number: SCA00775

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General Description

Reporting to the Associate Vice President of Human Resources, the Director of HRIS and Compensation serves as a member of the HR leadership team and provides oversight and expertise for the compensation and HRIS functions. This position manages the configuration of HR systems and applications to meet ongoing business needs and develops reporting to support HR functions, including compensation, compliance, performance management, and workforce analytics. The Director of HRIS & Compensation leads the development, implementation, and administration of compensation programs, policies, and procedures; and administers common compensation functions, including job evaluations, salary structure development, incentive plan design, faculty salary calculations and other associated initiatives.

College Intro
Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Serves as the lead Ellucian Banner HR Administrator; analyzes configuration details, rules, and

business processes within the system.
- Makes recommendations for continuous process improvement of HRIS systems and applications and leads related projects from start to finish.
- Provides leadership in the development, implementation, and administration of the College's compensation programs, policies, and procedures for faculty and staff positions.
- Provides strategic oversight of compensation programs that drive performance and comply with all collective bargaining agreements.
- Identify and lead activities that build efficiencies, automation, standardization, and adoption of best practices regarding Human Resource Information Systems (HRIS), workforce analytics and reporting.
- Ensure proper documentation and audit processes are developed, approved, and followed.
- Consult with College leadership regarding compensation program development and interpretation.
- Ensures internal control, oversight and compliance with laws and regulations, safeguarding of assets, compliance with College policies and procedures, reliability of internal and external reporting, and efficiency and effectiveness of HRIS and compensation operations.
- Designs, maintains, and communicates the College's compensation philosophy, pay structures and salary grades.
- Performs audit activities to ensure the accuracy of employee data in HRIS systems.
- Develops and evaluates processes and procedures to enhance the functionality of HR systems and applications.
- Collaborates with ITS, internal stakeholders, and external vendors to ensure successful systems integrations and upgrades.
- Develop, implement, and monitor the job classification processes and procedures to ensure alignment with the College's compensation philosophy and compliance with FLSA and collective bargaining agreements.
- Provide oversight of the full-time Faculty salary calculation process.
- Directs data collection and analysis processes for market, pay equity, and other compensation studies.
- Collaborates with other HR functional leaders in the delivery of core HR processes like onboarding, hiring, terminations, timekeeping, and performance management.
- Provides leadership in defining system requirements and working with external vendors to evaluate and select HRIS software and systems.
- Collaborate with various internal stakeholders and end users to enhance HR systems, processes, reporting, and workflows.
- Conducts research and analysis on market competitiveness, pay equity, and compensation trends.

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- Monitors and improves data collection and reporting procedures for efficiency and accuracy.
- Researches, evaluates, and tests hardware and software needed to achieve the goals of the department.
- Serves as HRIS security officer; managing and maintaining system access and security.
- Oversees processes related to employment verifications, data entry, processing of HR forms, etc.
- Ensures timely response to employee inquiries regarding HRIS systems and employee self-service tools.
- Develops and monitors data standards and maintains up-to-date documentation manuals for HR systems.
- Recommends and develops process improvements, innovative solutions, policy changes to enhance service delivery and data integrity.
- Provides leadership, training, and guidance to direct reports.
- Ensures system compliance with collective bargaining agreements, College policies and procedures, and federal, state, and local agencies.
- Develops and maintains tracking systems and audits for all personnel transactions, including hiring, terminations, retirements, employee status changes, compensation, etc.
- Oversees mass change job submissions for annual salary increases.
- Oversees the completion of various external surveys, such as CUPA-HR, EDUCOMP, and IPEDS.
- Prepares mandatory reports for federal and state entities as requested or required.
- Delivers quality customer services to both internal and external constituents in a professional, helpful, and courteous manner.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Seven (7) years of relevant work experience in HRIS and compensation is required.
- Advanced level proficiency using an HRIS system such as Ellucian Banner is required.
- Previous management experience and demonstrated leadership skills required.
- Demonstrated proficiency with Microsoft Office (Word, Excel, Access, and Outlook) and the functional application for HRIS processes required.
- Ability to meet deadlines and manage multiple and changing priorities in a fast-paced environment required.
- Experience handling confidential information with appropriate discretion and sensitivity required.
- Strong written and oral communications skills.

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- Knowledge of common practices within the field of compensation required.
- Experience working in a fast paced, deadline oriented, and customer focused environment required.
- Strong analytical skills, attention to detail and accuracy required.
- Demonstrated ability to exercise good judgment in evaluating situations and making assessments for decisions required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

Preferred Qualifications

- Experience using HR applications such as UKG Ready/Kronos, PeopleAdmin, and CompAnalyst preferred.
- Previous work experience in higher education preferred.
- Previous work experience within a unionized environment preferred.

Work Location: Main Campus

Benefits Summary

Benefits:
"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit: **https://www.myccp.online/human-resources/benefits-eligibility**

Salary Grade or Rank: 6
Min Salary/Hourly Rate: $82,884
Max Salary/Hourly Rate: $115,000
Job Posting Open Date: 07/15/2024
Type of Position: Administrator
Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
   ○ CareerBuilder.com
   ○ Higheredjobs.com
   ○ LinkedIn
   ○ The Chronicle
   ○ Veterans Job Fair
   ○ Professional & Technology Diversity Career Fair
   ○ AL DIA - Diversity Career Fair
   ○ Community College of Philadelphia Website
   ○ Indeed.com
   ○ Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

   (Open Ended Question)

3. * What is the highest level of education you have completed?
   ○ No Response
   ○ High School/GED
   ○ Associates Degree
   ○ Bachelor's Degree
   ○ Master's Degree
   ○ Doctorate
   ○ Other
4. * Do you have at least seven (7) years of relevant work experience in HRIS and compensation?
   ○ Yes
   ○ No
5. * Do you have previous work experience in higher education?
   ○ Yes
   ○ No
6. * Do you have prior experience managing staff?
   ○ Yes
   ○ No
7. * Do you have HR experience within a unionized environment?

- ○ Yes
- ○ No

8. * Do you have demonstrated proficiency using an HRIS system, such as Ellucian Banner?
   - ○ Yes
   - ○ No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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PI259511374

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact   Abby Ametrano Aametrano@ccp.edu

All Jobs

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