

Instructional Load and Compensation Analyst
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256982>

Downloaded On: Jul. 14, 2025 11:51am

Posted May 14, 2025, set to expire Jan. 28, 2026

Job Title Instructional Load and Compensation Analyst

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted May 14, 2025

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Professional Staff

Academic Field(s) Administration - Human Resources

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4939568/instructional-load-and-compensation-analyst>

Apply By Email

Job Description

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Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from an assigned manager and/or designee, verifies and consolidates faculty workload and supplemental assignments by auditing and entering regular and part-time faculty workload information into the District's Enterprise Resource Planning (ERP) system for determining pay, leaves, and benefits. Provides training and advanced technical support to staff and administrators on procedures and best practices for documenting faculty assignments and making calculations related to faculty workload.

DISTINGUISHING CHARACTERISTICS

The Instructional Load and Compensation Analyst is a specialized technical position considered a part of both Human Resources and Payroll career paths. The Analyst has advanced technical knowledge of not only faculty pay determination elements, but also the computer-aided tools for entering pay and productivity information to the District's ERP system where reports, staffing studies, and payroll processing occur. The Analyst also demonstrates the ability to coordinate data from a wide range of academic departments and campuses on a timely basis to meet payroll and other deadlines.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Performs advanced technical and complex duties independently as assigned and coordinates daily activities to ensure efficient operations. Provides information to departments and employees; answers questions and resolves matters related to faculty compensation requiring specialized and extensive knowledge. Serves as the primary liaison to Payroll and the Offices of Instruction.

Performs technical, analytical, and regulatory oversight duties independently at the direction of the assigned supervisor that requires confidential, specialized, and compliance related

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knowledge of policies, procedures, regulations, and collective bargaining agreements.

Coordinates information flow from academic departments to facilitate calculating faculty load and payroll processing. Sets up consistent processes, routines, and communications with faculty instructional and non-instructional divisions/schools to ensure timely, accurate, and factual data conveyances.

Creates, verifies, edits, and distributes faculty load records. Monitors, records, and reviews faculty load records with administrators for approval and compliance with authorized workload limits.

Monitors and audits faculty workload information in the ERP used for accumulating information and decision support. Verifies and calculates faculty base load, overload, and part-time faculty load and forwards information to payroll.

Prepares, proofs, and maintains records and reports for campus budgets. Maintains records of faculty leave for compensation (including medical, sabbaticals, banked leave, unpaid, reduced workload), reassigned time, terminations, and new hires. Provide oversight for state and federal mandated reporting. Correct errors identified related to faculty compensation.

Trains division/school support staff and administrators in the use of ERP systems for inputting, managing, reporting, and analyzing a variety of instructional and non-instructional data for compensation and retirement.

Processes information depicting changes to class schedules that impact faculty assignments, workload, and pay. Creates pay events for faculty instructional and non-instructional assignments. Audits related information system data entry using available reports to verify, correct and/or report anomalies.

Works with Deans, administrators, and the class schedulers to properly manage the data for faculty load assignments. Adjusts, as required, for new, expanded, and rescheduled assignments, noting information in the ERP system.

Compiles and prepares complex and difficult statistical and narrative reports from a variety of sources; develops and revises schedules and forms. Researches, analyzes, and compiles data related to faculty compensation.

Communicates information in-person, electronically, or by telephone where judgment,

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knowledge, and interpretation of policies and procedures are necessary.

Establishes and maintains complex, interrelated filing systems including confidential files; collects, compiles, and records narrative, statistical, and financial data and other information; researches and verifies information as requested.

Provides recommendations for the ERP system related to Payroll, Human Resources and Student and works with internal and external partners to develop and implement processes. Offers technical expertise and insight as to what affect proposed changes may have on the campuses and the workload and processes of the Payroll and Human Resources departments.

Maintains current knowledge of, and ensures compliance with, the policies, procedures, regulations, laws, codes, and other requirements; uses District, College, State, and Federal regulations, policies, and procedures to provide accurate information to others; abides by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations.

Operates a variety of office equipment and machines; learns to use modern technology as necessary to perform duties; utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; utilizes various computer applications, software packages, and databases; prepares, analyzes, maintains, and generates reports.

Attends a variety of meetings, workshops, conferences, presentations, and training sessions as required; maintains compliance with mandatory trainings and certifications as directed by supervisor; attends and participates in diversity, equity and inclusion trainings and events; provides staff support to standing and ad hoc committees and other groups as assigned.

Maintains assigned area(s) in a safe, clean, and orderly environment; assures compliance with established safety procedures and regulations; refers unresolved problems to supervisor.

Fosters a collaborative and inclusive environment that promotes creativity and professionalism; establishes and maintains cooperative working relationships with students, staff, and faculty, as well as various outside groups to ensure efficient, effective, and correct implementation of program objectives.

May perform the duties of lower-level classifications within the area of assignment, as needed.

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Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Philosophy, operational characteristics, services, activities, goals, and objectives of the assigned area; specialized functions, activities, operations, rules, regulations, requirements, and restrictions related to the area of assignment; terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the area of assignment.

Laws, regulations, and procedures that govern payroll and payroll processing.

Payroll accounting procedures used in education to capture faculty payroll and benefits.

Education code provisions governing academic payrolls, the processes for determining faculty workload, as well as active collective bargaining agreements.

District's student, financial and human resources ERP system.

Personal computer-based software programs including, but not limited, to word processing, spreadsheet, presentation graphics, desktop publishing, and data storage and retrieval to and from custom databases.

Well-developed math skills to perform financial and statistical record keeping.

Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.

Sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Policies, procedures, collective bargaining agreements, and salary schedules.

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Ability to:

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment; use District, College, State, and Federal laws, regulations, policies, and procedures to provide accurate information to students, staff, faculty, and others; abide by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations; adhere to and enforce procedures and guidelines.

Perform the essential responsibilities and functions of the position.

Maintain accurate payroll and productivity records.

Learn and apply laws, codes governing calculations for faculty workload and payroll implications, as well as policies, procedures, and labor contracts used by the District and its Colleges.

Prepare clear, complete, and concise records and analyze faculty payroll elements.

Conduct technical research, complete complex arithmetic computations, and prepare reports.

Use a range of personal computer software such as spreadsheets, word processing, and integrated relational databases.

Extract data from databases and import into formats that produce reports.

Operate office equipment including hardware, software, peripherals, and devices supporting word processing, desktop publishing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; research, compile, analyze, and interpret data and information; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; compose and prepare correspondence and memoranda; prepare documentation, reports, and other written materials.

Communicate clearly and concisely, both orally and in writing in English; demonstrate correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

Develop, maintain, and foster effective cooperative, collaborative, and inclusive working

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relationships involving interactions and communications in person, electronically, by phone, and in writing; work with, and exhibit sensitivity to, and understanding of, persons with diverse racial, ethnic, and cultural backgrounds, sexual orientations, gender identities, religions, disabilities, ages, and socio-economic statuses on a regular, ongoing basis.

Effectively present information in person, electronically, or by telephone to others; provide excellent customer service.

Work effectively under pressure with frequent interruptions on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.

Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

Report to work on a regular and consistent basis, as scheduled, to the assigned job.

Maintain the cleanliness, safety, and organization of the assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.

Attend and present at a variety of meetings, workshops, conferences, presentations, and training sessions on-and off-site, as required; maintain compliance with mandatory trainings and certifications as directed by supervisor; attend and participate in diversity, equity, and inclusion trainings and events.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required

knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's Degree in from an accredited college or university with major course work in finance, accounting, business administration, business, human resources, or a related field.

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Experience:

Two years of technical or professional administrative experience in processing and analyzing human resources and/or payroll transactions and providing administrative/project support to management.

Licenses and Certificates

May require a valid driver license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to ensure health and comfort.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

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Range **138** of the **CSEA** Salary Schedule

Desirable Qualification: **Advanced Excel skills (data analysis and pivot tables, VLOOKUP and data retrieval)**

Work schedule: **Monday - Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Required Documents: **Resume & Cover Letter**

Applications missing the required documents will not be considered.

Hours Per Week: **40**

Months: **12**

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

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Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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