

Job Description

Job Title: Coordinator, Compensation & Benefits

Position Code:

Job Classification: Exempt

Supervisor: Supervisor, Compensation & Benefits

Pay Grade: 40

Contract Length: 245 Days

Job Summary

Conducts annual salary reviews in accordance with prescribed schedule. Completes classification and reclassification of positions for appropriate placement. Assists with the review and recommendation process for the NNPS compensation plan. Maintains general grade order list and assists with annual salary increase process. Maintains job descriptions for all graded positions. Position is required to stay abreast of market trends and salary competitiveness. Assists and supports Benefits programs as assigned.

Essential Duties

1. Completes annual review of benchmark positions and recommends needed adjustments to maintain market competitive placement of positions.
2. Maintains job descriptions with annual review of 25% and others as prudent.
3. Makes recommendations for reclassifications and adjustments to job descriptions as result of job description review.
4. Reviews positions as requested for classification and reclassification basis and makes recommendations for placement.
5. Conducts annual review of supplemental, substitute, and hourly rates to maintain competitive rates. This includes meeting with stakeholders to gather information necessary to formulate an appropriate recommendation.
6. Review and make determinations on new hire salary offers and concerns brought forward on individual salary placement as needed.
7. Responsible for assisting with periodic third-party compensation plan reviews. Will facilitate implementation of resulting recommendations.
8. Coordinates with Payroll to process annual salary increases.
9. Reviews and maintains position classification dates for purposes of processing experience adjustments (returns to experience).
10. Coordinates with payroll for processing and determining appropriate experience increases by individual.
11. Assists with annual open enrollment process.
12. Serves as back up with benefits concerns and retirement issues.
13. Maintains working knowledge of all NNPS Benefits programs and provides support to employees and HR department.
14. Assists with the employee wellness program, retirement resources, supplemental retirement, voluntary benefits, and other benefit program administration.
15. Demonstrates general support to the mission of Human Resources at large.
16. Assists with annual recognition program, retiree banquet, and new teacher orientation.
17. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor, Compensation & Benefits or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to interacting professionally with employees is critical. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in business or a Human Resources related field with a minimum of three years experience in compensation plan administration; or any equivalent combination of education and experience that would

provide the noted knowledge, skills and abilities. Must possess a comprehensive knowledge of compensation best practices. Certification in compensation preferred. Some knowledge and experience with the administration of flexible benefits and retirement programs desired. Knowledge of Virginia Retirement System plans preferred. Must possess the ability to interpret regulations; collect, analyze, and evaluate data; develop recommendations and policy revisions. Must possess the ability to present information to large audiences and the School Board. Must possess a comprehensive knowledge of COBRA, HIPAA, FMLA and related regulations. Must possess excellent analytical, organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with division staff at all levels of the organization and insurance company representatives. Must be proficient in Microsoft Word, Excel and Access. MUNIS experience not required but preferred.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor, Compensation & Benefits

This job description in no way states or implies that these are the only duties to be performed by this employee. The Benefits Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor, Compensation & Benefits or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

08/2025