

POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia. **The position also offers the option of remote work along with opportunities for advanced training and professional development.** Remote work arrangements are considered on a case-by-case basis.

Position Title: Human Resources Specialist, Sr.

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible

Overview: Reports to the Vice Chancellor for Human Resources. Responsible for various Human Resources projects and programs, with a focus on maintenance of classification and compensation programs that support the systems of West Virginia higher Education.

Duties and Responsibilities:

Coordinates various human resources projects and programs. Manages statutorily required market study every five years. Updates market data annually and recommends changes to compensation structures as indicated by the data; Maintains data integrity, support and vendor maintenance of software programs (JDXpert and MarketPay) designed to provide consistent and uniform documentation and storage of higher education job and compensation information for jobs across both systems; Conducts job analysis; writes and updates uniform job specifications; initiates/manages an organized system for regular review and update; facilitates work of system job classification committee; and serves as expert resource to individual institutions on issues of classification, compensation, market analysis and pay equity. Extracts and manipulates data to prepare reporting to inform decision makers.

Required Knowledge, Skills, and Abilities:

Excellent analytical, interpersonal, communication and writing skills; highly organized and detail oriented; ability to work collaboratively and productively in a team environment; knowledge of best practices in job analysis and market pricing; and willingness/ability to learn and use analytical and reporting tools. Ability to exercise initiative and independent judgement; demonstrated experience in FLSA determinations; proficiency in HRIS data management and report generation; proficiency in Microsoft Excel.

Salary: Competitive Range: \$70,150 - \$88,450 Annually

Minimum education and experience Requirements:

A Bachelor's degree in human resources, business administration, industrial relations, information technology, computer science or related field is required.

A minimum of five years of recent relevant experience is required. Experience in higher education is strongly preferred

A Master's degree and Certified Compensation Professional (CCP) certification are strongly preferred.

Must be willing to work toward CCP certification credential. Professionally recognized certifications preferred. (SPHR, SHRM-CP or SHRM-SCP, etc.)

Closing date: Applications will be accepted until position is filled.

Application process: Qualified candidates must submit a letter of interest, a current resume, copies of transcripts, and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as, reference and background checks. Submit all information electronically **via e-mail** with "HR Specialist Sr." in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.