

National Association of Church Personnel Administrators

POSITION DESCRIPTION

Position Title: Compensation Specialist Consultant

Status: Consultant

Responsible to: Executive Director

JOB DESCRIPTION

Summary

The Compensation Specialist conducts research and analysis in different areas involving compensation, such as compensation statistics and market analysis. Duties include conducting position evaluations, job classifications, preparing job descriptions, assessing the budgetary impact of compensation decisions including compliance with regulations and labor laws as well as determines if salaries are on par with national averages. The Compensation Specialist works with the client to determine staffing needs, designs and adjusts salary structures and compensation packages.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. **Conducts Specific Consultations**

Conducts consultations including compensation studies, Pay Rate Updates, organizational audits, staffing studies, the organization's pay structure and detailed information about job duties, personnel and benefits policy development projects and other consulting services, with or without traveling to client sites. Conducts studies alone or as lead consultant with another consultant. Develops detailed proposals for various types of consultations. Prepares and presents written reports. Offers workshops in technical personnel matters (Salary Administration, Benefits, Job Classification, etc.)

2. **Technical Resource for Church HR Systems**

Compiles comparable salary data from a number of sources and provides customized data to clients.

3. **Statistical and Demographic Information Gathering and Analysis**

Develops and annually updates just/living wage estimates. Interprets survey data for membership. May analyze data from NACPA salary surveys, Official Catholic Directory database, NFPC priests' surveys, RCRI religious surveys, and other data to produce reports of trends and significant developments in the Church work environment.

4. **Participate in National Surveys**

Participates in national surveys in order to receive discounted costs so the surveys can be added to NACPA's library of data.

5. **Professional Development**

Maintains awareness of changes occurring in personnel management field.

6. **Performs other related functions as assigned or delegated.**

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

1. Ability to work with limited supervision.
2. Analytical skills to understand and apply research and statistics in report writing and decision-making.
3. Organizational skills to manage data and records and meet deadlines.
4. Knowledge of the technical areas within personnel administration such as compensation, legal considerations, policy development, etc.
5. Working knowledge of spreadsheet, word processing, and statistical computer programs.
6. Ability to analyze and critique personnel systems.
7. Communication skills: verbal, written.
8. Ability to work with groups.

PREFERRED EDUCATION, TRAINING AND/OR EXPERIENCE

1. Bachelor's degree.
2. Three to five years of experience in the analysis, design and/or administration of compensation programs.
3. SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) or HRCI credential preferred or equivalent.

WORK ENVIRONMENT

1. General office environment and teleworking based on job demands. Occasional extended periods of time sitting or working on a computer may be required.
2. Some travel required, including evenings and weekends. Various field environments.

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Contact Information

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3/28/2017