

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Attendance and Compensation Specialist

QUALIFICATIONS:

- A. Associate degree in human resource management, business administration, or a related field or five (5) years equivalent experience required.
- B. Strong verbal, written, analytical, and interpersonal skills, including the ability to work effectively and collaboratively with administrative, instructional, and support personnel.
- C. Exceptional mathematical aptitude with demonstrated ability to perform complex salary calculations accurately; proven attention to detail and commitment to data integrity.
- D. Demonstrated commitment to providing responsive, professional, and employee-centered customer service while exercising sound judgment and discretion in a confidential and compliance-driven environment.
- E. Strong analytical and forward-thinking skills with the ability to evaluate personnel actions, identify compensation implications, and proactively coordinate necessary updates.
- F. Ability to handle multiple tasks and to organize and prioritize work to meet all deadlines.
- G. Possess personal characteristics indicative of maturity, flexibility, tactfulness, and cooperation.
- H. Demonstrated integrity and appreciation of and willingness to uphold confidential information.
- I. Proficient with HRIS platforms, database systems, and Microsoft Office products, with advanced proficiency in Excel for salary calculations and data analysis, reporting, and reconciliation.
- J. PHR, SHRM-CP, and/or CEBS certification(s) preferred.
- K. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) program. Clearance as a MA provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Assistant Director, Office of Human Resources

POSITION GOAL:

Responsible for the accurate administration and coordination of employee attendance, compensation, and employment status processes to ensure compliance, payroll accuracy, and continuity of Human Resources operations. Serve as a trusted resource to employees and administrators by providing exceptional customer service, maintaining the highest standards of confidentiality and integrity, and proactively anticipating compensation and personnel-related needs. Collaborate closely with Payroll and Human Resources staff to ensure timely communication, accurate salary administration, and effective delivery of Human Resources services.

PERFORMANCE AND ADMINISTRATION RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Recommend new approaches and procedures to effect continual improvements in efficiency of services performed.
- B. Actively seek and participate in continuous professional development opportunities to maintain and expand knowledge and understanding of existing and proposed laws/regulations and effectively utilize resources to remain current on new developments relative to scope of responsibility
- C. Ensure the functional service area follows established policies and procedures.
- D. Review, process and maintain employee attendance information as part of the payroll process to include, but not limited to, updating leave balances, monitoring compensatory time, and preparing leave payouts as per agreements.
- E. Prepare and calculate employees' bi-weekly, daily, and hourly wage rates for all new hires, changes in employment status, and track salary steps and/or certifications to compute new salaries per contractual agreements. Update salary data in database system(s) on an annual basis or as needed.
- F. Monitor and process Employment Status Forms, including updating personnel systems, determining salary impact, and communicating changes accurately and promptly to employees.
- G. Review and process timesheets, accurately communicate salary and employment status changes to Payroll for the appropriate payroll cycle, and review payroll registers to ensure employees are compensated correctly.
- H. Determine salary placement for recommended candidates in accordance with agreements.
- I. Prepare and maintain work schedule calendars for each employee group/program.
- J. Prepare and coordinate the dissemination of annual salary letters and benefits statements in conjunction with the Benefits Specialist.
- K. Work in collaboration with the Benefits Specialist to process requests for employee leaves of absence, including, but not limited to, those involving the Family and Medical Leave Act of 1993 as well as those provided by collective bargaining agreement or Board policy; ensure that absences that may trigger various benefits issues are communicated promptly so that appropriate actions are taken.
- L. Assist in the preparation of salary/benefit information for negotiations and salary lists to be presented for Board approval.
- M. Coordinate and/or complete personnel related surveys as requested.
- N. Ensure the maintenance, safekeeping, and confidentiality of all personnel files and records in compliance with law and Board policy.
- O. Perform other job related duties as required or assigned by the Office of Human Resources' Management Team.

TERM OF EMPLOYMENT:

Non-Exempt, Full Time, Twelve months/year. Salary established by the Intermediate Unit Board of Directors per the Compensation and Benefits Plan for Technology and Support Services staff, SRI 9.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: May 18, 2017
September 29, 2026

CC: Employee File