

Job Description

Job Title: **Compensation Administrator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **May 2017**

Job Code: **5035**
 FLSA Status: **Ex - A**
 Grade: **L 09**
 Work Year: **12 months**

SUMMARY: Research, design, develop and implement human resources compensation policies, processes and procedures. Investigate and coordinate district (Classified, Certified and Administrative) employee relations issues, grievances and practices related to compensation and salary administration; keeps abreast of legal issues and serves as a resource to administrators and supervisors for compensation, salary administration, job descriptions and related functions. Coordinate and communicate these functions within Information Technology, Human Resources and Financial Services. Ensure HR system data integrity and functionality.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Consult, discuss, advise and educate supervisors regarding issues of compliance of classified and certified master agreements and the administrative compensation program related to compensation and similar issues. Research and investigate pre-grievance issues on a variety of problems, concerns and contract issues arising from Administrative, Classified and Certified groups. Create and recommend changes in compensation related contract language as well as district policy and guidelines. Responsible for day-to-day administration of policies covering compensation related issues.	W	25%
2. Lead and facilitate the classified reclassification committee with job evaluations, reclassifications for classified employees and associated employee relations issues. Obtain, provide market data and analysis. Create job descriptions based on input from employees, supervisors and other members of committee. Create and update job descriptions, salary plans and position listings in the HRIS as well as the website. Provide updates to district personnel.	D	10%
3. Provides recommendations for salary adjustments, hiring ranges and promotional amounts for administrative personnel. Create guidelines for the district in administering the foregoing to ensure that organization and individual compensation practices conform to organization policy and meet government regulations.	W	10%
4. Assist with routine system maintenance and upgrades related to HRIS, in coordination with the Informational Technology department and other business leaders. Implement compensation changes for all employees groups; create and distribute annual contracts and employment notification letter for each employee group. Research, develop, test and implement new compensation schedules and programs as required. Maintain and support licensed performance evaluation system, providing security set up, maintenance, data validation, troubleshooting and annual start up process.	D	15%
5. Provide research, comparative analysis, costing of various scenarios and options, forecasting and recommendations in support of union negotiations, administrative changes and district budgets. Gather information and extract data, via queries from HRIS database, outside consultants, published market data, regarding costs of proposed contract changes, salary structure changes, costs associated with grade movements, turnover data, and other compensation and HR related information. Provides chief human resources officer with factual data, analysis and recommendations regarding compensation matters for use in negotiations, pre-grievances, in answer to bargaining unit and administrative salary board requests.	D	15%
6. Provide information, report and statistical summaries to employees, supervisors, administrators, and outside districts, regarding district salary processes, plans, job descriptions and individual salary placements. Provides information for district, government, and consultant personnel from HR database system (PeopleSoft) by creating customized queries. Provide information for Classified and Certified negotiation teams and suggest contract language when applicable.	D	10%
7. Analyze job descriptions for compliance with Fair Labor Standards Act (FLSA). Provide district	W	5%

information for outside surveys such as OCS Front Range Survey, Mountain States Employers Council Front Range, IT and Benefits Surveys, Bureau of Labor Statistics Regional Surveys, and impromptu school district surveys. Review survey data to ensure that the salary structure is equitable with comparable firms and districts. Respond to Colorado Open Records Requests in a time, accurate fashion.		
8. Assists with auditing HR database system information to ensure it contains current and correct information. Assists with CDE reporting by providing salary information, and auditing of CDE codes and reported information. Coordinate and institute ongoing procedures with Processing and Recruiting to ensure a quality process is in place to prevent repeat instances of issues, actions and decisions that can and should be standardized.	M	5%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Human Resources, Statistics or applicable related major.
- Master’s degree in related area or MBA preferred.
- More than five (5) years of experience in compensation administration.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Certified Compensation Professional (CCP) preferred.
- Senior Professional Human Resources (PHR, SPHR, CP or SCP) preferred.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Possess current training/knowledge in the areas of FLSA and Employment Labor Laws.
- Possess current training/knowledge in EEOC laws.
- Advanced knowledge of designing and creating spreadsheets and formulas (Excel preferred).
- Intermediate knowledge of statistics and algebra.
- Intermediate management, communication (oral and written) and presentation skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to maintain confidentiality in all aspects of the job.
- Strong working knowledge of human resources database systems, both application and design. PeopleSoft experience preferred. Ability to create intermediate/advanced queries of the system.
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience Microsoft Word and Excel.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Human Resources Officer	3076

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for providing timely and accurate information and recommendations for creation of district salary budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute				X
Synthesize				X
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	