



Job Description
Prepared/Revised: May 2019

Job Title: **Compensation Specialist**
 Job Family: **Human Resources**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1345**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G26**

SUMMARY: Responsible for maintaining district job descriptions, updating job description data base and website. Ensures job description language meets district, state and federal guidelines. Creates and maintains district's position management system and ensure positions are correctly allocated to department budgets. Compile, analyze and compute supplemental pay items and submit appropriate payroll records. Respond to policies, procedures and master agreement questions; maintain licensed performance evaluation security; and facilitate distribution of employment contracts and salary notifications.

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. Analyze, review, recommend, update and obtain approval on job description language changes ensuring they comply with Fair Labor Standards Act (FLSA), district policies and master agreement language. Communicate with managers and employees the district job description review process and coordinate annual job description meetings. Communicate finalized job description changes and market results. Update HRIS system and district website to reflect current job description language and pay information.	D	35%
2. Create, maintain and verify positions in the HRIS system. Ensure positions are assigned appropriately and accurately interface with other system modules. Assist in implementation and maintenance of Time and Labor module. Assist with review of department position control budget and escalate issues as needed.	D	20%
3. Compute supplemental pay and establish payroll records verifying all pay meets district guidelines and master agreement language. Create, terminate and change supplemental pay records throughout the year, making changes in the HRIS system and department spreadsheets as appropriate. Communicate with district employees regarding the annual temporary leave sell program submission deadlines and establish payroll records upon approval.	M	20%
4. Monitor and maintain data related to electronic agreement for service contracts. Deliver employment contracts and salary notifications throughout the year as needed. Serve as a back-up to manager regarding Administrative salary placement, pay method and employment category.	A	5%
5. Review and process employee requests for service stipends. Verify eligibility, calculate stipend amount, create stipend agreements and communicate with employee to ensure all required paperwork is completed and approved in a timely manner. Maintain appropriate pay records. Monitor service stipend budgets and provide general stipend data to department leadership and district stakeholders.	M	5%
6. Maintain and support licensed performance evaluation system, providing security set up, maintenance, data validation, troubleshooting and annual start up process.	M	10%
7. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Bachelor degree preferred.
- Minimum of 3 years Human Resources experience; HR Data Management and/or HR Compensation experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Problem solving skills.
- Attention to detail.
- Intermediate accounting and math skills and ability to perform salary calculations.
- Intermediate knowledge of Microsoft Office applications.
- Knowledge of or ability to learn comprehensive PeopleSoft system.
- Ability to work cooperatively with other departments to solve problems.
- Ability to analyze information and make correct assumptions based on acquired knowledge of appropriate contacts, policies, procedures and guidelines.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.

- 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 with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with PeopleSoft preferred; required within 2 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Compensation Manager	5035

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job provides historical pay data and forecasts expenditures to inform district 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 feed				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)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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