

JOB DESCRIPTION

TITLE COORDINATOR, COMPENSATION

QUALIFICATIONS

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Business Administration, Public Administration, Education or other related discipline from a college or university plus three years of related experience; or equivalent combination of education and experience. Advanced computer skills required.
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school board members.
Mathematical Skills	Ability to apply advanced business and accounting concepts. Ability to apply mathematical operations to such tasks as frequency distribution, analysis of variance, correlation techniques, sampling theory and factor analysis.
Certificate/License	Certified Compensation Professional (CCP), Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here 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. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace

throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Compensation

GENERAL RESPONSIBILITIES

1. Maintains an equitable compensation program to attract and retain employees.
2. Supervises employees involved with processing salary information.
3. Manages the compensation plan as approved by the School Board.

SPECIFIC RESPONSIBILITIES

1. Validates job requirements by developing and maintaining a job analysis system; analyzes jobs to determine the duties, responsibilities and specifications required for an incumbent to perform the job at a competent level.
2. Defines jobs by developing a job description format and writing job descriptions, job qualifications and job evaluation documentation; maintains the district's job description book.
3. Establishes internal equity by developing and maintaining a job evaluation system; evaluates and ranks jobs.
4. Establishes external equity by defining the labor market, identifying benchmark jobs, selecting competitor organizations, conducting pay surveys, analyzing pay and related data.
5. Maintains pay structure by recommending, planning, and implementing structural adjustments; prepares the Compensation Schedule booklet for Board approval.
6. Maintains total compensation by studying proportions of pay, benefits, incentives, and intangibles; recommends program adjustments.
7. Maintains compensation decision-making guidelines by writing and updating compensation policies and procedures.
8. Prepares compensation reports and recommendations by gathering, analyzing and summarizing compensation data and trend information.
9. Prepares annual school calendars for distribution.
10. Complies with federal, state and local legal requirements by studying existing and new

employment legislation; advises administration on needed actions.

11. Assists in the district's collective bargaining process by preparing scattergrams and salary projections; assists the chief negotiator and bargaining teams with compensation issues.
12. Completes operational requirements of the compensation department by scheduling and assigning employees, following up on work results, assisting with work load to assume that timely and accurate pay data is transmitted to the payroll department.
13. Maintains compensation department staff by recruiting, selecting, orienting, evaluating and training employees.
14. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
15. Performs other duties as assigned.