

## **COMPENSATION SPECIALIST**

### **Purpose Statement**

The job of Compensation Specialist was established for the purpose/s of managing market analysis and internal equity functions of employees regarding policies and regulations; preparing and maintaining comprehensive and confidential compensation records; and collaborating with other personnel office staff for seamless administration of compensation processes.

This job reports to Assistant Director-Compensation

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### **Essential Functions**

- Collaborates with Human Resource Staff to integrate systems (e.g. employee surveys) for the purpose of having systems integrated.
- Compiles data from a variety of sources (e.g. human resource databases, national demographic statistics, labor journals, etc.) for the purpose of tracking compensation statistics.
- Composes complex documents for the purpose of communicating information to school and district personnel, the public, etc.
- Cross Trains with the Human Resource Information Specialist for the purpose of flexibility.
- Develops long and short-range plans (e.g. policies, procedures, staffing, material, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Formulates recommendations regarding development of NCSD salary structures, FLSA compliance and organizational structures for the purpose of bringing the salaries up to market.
- Handles complaints with the ability to understand and communicate differences for the purpose of facilitating the effective resolution of issues.
- Implements and interprets management policies and operating practices for the purpose of achieving department objectives and ensuring compliance with administrative requirements.
- Maintains manual and electronic documents, files and records (e.g. labor contracts, compensation surveys, market analysis, salary structures, job descriptions, internal equity changes) for the purpose of providing accurate information in compliance with district regulations.
- Monitors a variety of processes (e.g. reviewing internal equity, new job descriptions, compensation incentives) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with legal and/or administrative requirements.
- Participates in meetings that involve a range of issues (e.g. incentives, indirect compensation, regulatory requirements, market discussion, internal equity) for the purpose of developing recommendations.
- Provides consultation and advise to management for the purpose of ensuring compliance with legal and administrative requirements.
- Researches information required to manage assignments including reviewing relevant policies and current practices (e.g. review compensation polices, current practice ) for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues.
- Reviews salary adjustments for conformance to established guidelines, polices and practices for the purpose of insuring all salary adjustment are correct.

- Supports the Associate Superintendent of Human Resources and department staff (e.g. market studies, internal equity, salary schedules, policy review) for the purpose of assisting in the performance of their work activities.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: analytical skills, project management, advance computer skills (i.e. Microsoft Word, Excel).

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: salary administration, system administration and payroll systems, FLSA regulation.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: integrate writabe levels of management and employees, design reports to provide information in effective manner.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Prefer: CCP designation or work towards certification

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

4/8/2011

**Salary Grade**

Exempt 64X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_