

**27J SCHOOLS  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Compensation Specialist  
**Date Prepared or Last Modified:** December 2020  
**Work Year:** 12 months  
**Department:** Human Resources  
**Reports To:** Chief Human Resources Officer

**SUMMARY** Provides professional, technical and analytical work related to compensation policies and procedures and practices related to compensation and salary administration. Assists the Chief Human Resources Officer in evaluating compensation issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- W 25% Responsible for day-to-day administration of policies covering compensation related issues. Provides assistance, direction and information to district staff, supervisors and administrators by responding to inquiries regarding compensation. Researches and investigates various compensation related employee issues.
- A 20% Leads and facilitates the 3-year market study process with job evaluations and reclassifications for classified. Obtains, provides market data and analysis. Creates job descriptions based on input from employees and supervisors.
- W 15% Provides Chief Human Resources Officer with factual data and recommendations for salary adjustments, hiring ranges and promotional amounts for administrative personnel, certified staff, classified staff, and for use in bargaining. Creates guidelines for the district in administering the aforementioned to ensure that organization and individual compensation practices conform to organization policy and meet government regulations.
- D 15% Obtains and updates District job descriptions, salary plans and position listings. Ensures correct posting to website.
- D 10% Provides information, reports and statistical summaries to employees, supervisors, administrators, and outside districts, regarding district salary processes, plans, job descriptions and individual salary placements.
- W 5% Analyzes job descriptions for compliance with Fair Labor Standards Act (FLSA). Provides district information for outside surveys. Reviews survey data to ensure that the salary structure is equitable with comparable firms and districts.
- A 5% Prepare and administer year end procedures and roll over process.
- Ongoing 5% Performs other duties as assigned.

*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.*

**EDUCATION AND TRAINING:** Bachelor's degree or equivalent experience.

**EXPERIENCE:** 5+ years of experience in compensation administration.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Intermediate communication (oral and written) skills. Ability to maintain confidentiality in all aspects of the job. Critical thinking and problem solving skills. Ability to manage multiple tasks with frequent interruptions. Ability to manage multiple priorities. Possess current training/knowledge in the areas of FLSA and Employment Labor Laws. Advanced microcomputer and software skills, Microsoft Word and Excel and general office equipment. Operating knowledge of AS400 required within two months after hire. Knowledge of database management required within six months after hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Certified Compensation Professional and PHR or SPHR preferred. Criminal background check required for hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** No supervisory responsibilities

**JUDGMENT AND DECISION MAKING:** Work is self-directed. Creative problem solving skills and the ability to multi-task is also required. Special projects may be assigned by the Chief Human Resources Officer. Critical thinking skills and the ability to make decisions independently on a regular basis is necessary. Decision making requires collaboration with Payroll Department, Student Achievement Department, outside consultants and agencies, Chief Human Resources Officer and administrators throughout the district. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES:** Duties require cross training in human resources principles and practices in the areas of hiring, benefits, policies, procedures, personnel law, negotiated agreements, workers' compensation, and payroll. *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 REQUIREMENTS AND WORKING CONDITIONS:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to analyze, communicate, and use interpersonal skills. Frequently required to compare, coordinate, compute, synthesize, evaluate, and compile. Occasionally required to copy, instruct, and negotiate.