

Job Title: **Manager , Compensation**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **5035**
 FLSA Status: **Ex - A**
 Grade: **L 12**

SUMMARY: Manage and implement human resources compensation policies, processes and procedures. Manage and regularly update district job description database and ensure pay guidelines are in compliance with Board of Education policies. Facilitate market analysis process for district to remain in compliance with district policies. Keeps abreast of legal issues and serves as a resource to administrators and supervisors for compensation, salary administration, job descriptions and related functions.

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. Responsible for day-to-day administration of policies covering compensation related issues. Provide salary recommendations for administrative personnel using salary placement procedures. Create and recommend changes in compensation related contract language as well as district policy and guidelines. Create guidelines for the district to ensure that organization and individual compensation practices conform to organization policy and meet government regulations. Ensure job descriptions, salary plans, position listings and other compensation related information is accurately updated on the school district website.	W	25%
2. Analyze job descriptions for compliance with Fair Labor Standards Act (FLSA). Provide district information for outside surveys such as OCS Front Range Survey, Third Party Compensation Vendors, and impromptu school district surveys. Manage district annual job review process including but not limited to identifying selected job families, facilitating job description meetings, obtaining manager feedback and approval, obtaining current market results and making recommendations for salary adjustments. 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.	W	30%
3. Hires, trains, provides direction to, gives performance feedback, mentors, and evaluates HR personnel. Encourages development of efficiencies and to provide positive input into continuous process improvement for compensation functions.	D	10%
4. Maintain district position management process. Manage the position management system to ensure position data is correctly identified and interfaces appropriately with Time & Labor, Payroll and Budget.	M	5%
5. Provide information, best practices to 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 using customized queries.	D	5%
6. 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	5%
7. Responsible for implementation of annual salary increases per negotiations with the districts employee associations.	A	5%

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.	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 a related field.
- Three (3) years of HR experience required, experience in compensation administration preferred.
- One (1) year of supervisory experience.

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.
- Must successfully complete district training for supervision of Classified staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Possess current training/knowledge in the areas of FLSA and Employment Labor Laws.
- Possess current training/knowledge in EEOC laws.
- Ability to accurately forecast, plan and follow through on projects.
- Advanced knowledge of designing and creating spreadsheets and formulas (Excel preferred).
- Intermediate knowledge of statistics and algebra.
- Excellent written and verbal communication skills.
- Intermediate management 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 engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems
- 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:	Human Resources Operations Director	3144

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Compensation Specialist	1	1104

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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 and fingers, to 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	