



Job Description
Prepared/Revised: July 2024

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: **G19**

SUMMARY: Responsible for maintaining district job descriptions, updating job description database 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 the department budgets. Respond to policies, procedures and master agreement questions.

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. Frequency and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Analyze, review, recommend, update and obtain approval on job description changes ensuring they comply with Fair Labor Standards Act (FLSA), district policies and master agreement language. Communicate with managers and employees on the district job description review process and coordinate annual job description meetings. Communicate finalized job description changes and market results. Update HRIS, applicant tracking system and district website to reflect current job description language and pay information.	D	25%
2. Create, maintain and verify positions in the HRIS system. Maintain spreadsheets with updates to position numbers. Add position numbers to application system for Employee Specialists. Ensure positions are assigned appropriately and accurately interface with other system modules. Assist in implementation and maintenance of Time and Labor module.	D	15%
3. Review and process Classified and Certified 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	15%
4. Compile, analyze and input employee data in the Human Resource Information System, including but not limited to, account changes, pay rate changes due to job reclassification, separations, and position management.	D	10%
5. Provide excellent customer service to all levels of staff by receiving and responding to questions regarding information contained in the HRIS, master agreements and Human Resources policies and procedures. Refer questions and/or requests to appropriate personnel if necessary. Regularly update employee forms and instructions including but not limited to Retirement FAQs, 110/110 Option FAQs, and, retirement stipend forms. Update both external and internal tracking spreadsheets as needed.	D	10%
6. Facilitate 110/110 request process for Classified and Certified staff including, but not limited to, creating, publishing, collecting, tracking and processing received requests. Provide customer service to employees regarding district 110/110 process.	A	10%
7. Process and validate the HRIS queries and reports to submit to the Bureau of Labor and Statistics, (BLS), Colorado New Hire Reporting, and the Pay Step Increase Report for Certified Staff.	W/M	5%
8. Manage and maintain the annual Certified Temporary Leave Reimbursement program, including communicating with all certified staff, creating documentation, processing the request in the HRIS, answering all questions from staff, and working with Payroll to ensure accuracy.	A	5%
9. Perform other job-related duties as assigned. Including providing back-up coverage for Human Resources Technician as needed. Assisting with Orientation as needed.	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 HRIS 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 cybersecurity with respect to student and staff data, and related information systems
- 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.
- 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 an HRIS 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 and fingers, to 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	