

# **Wentzville R-IV School District**

## **Position Description**

**Position Title:** Human Resources Specialist, Credentialing and Compensation  
**Reports To:** Director of Human Resources

### **SUMMARY**

Assists district administrators in the operation and performance of all Human Resources responsibilities, primarily focusing in the areas of credentialing, compensation, and reconciling payroll and HRIS platforms.

### **QUALIFICATIONS/REQUIREMENTS**

#### **Education and/or Experience**

- Bachelor's Degree in Business Administration (HR emphasis preferred) or equivalent combination of aPHR or PHR certification\* and experience in payroll or human resources  
(\*Note: aPHR/PHR or SHRM certification can be currently held or will be required within one year of hire)
- Demonstrated proficiency in creating, analyzing, and utilizing salary structures/scales

#### **Required Skills**

- Advanced use of HRIS systems and/or payroll software
- Strong organizational skills
- Excellent interpersonal, oral, and written communication
- Detail-oriented with a high degree of follow-through
- Ability to work under pressure, with frequent interruptions, and meet deadlines with efficiency and accuracy
- Maintain confidentiality
- Initiative and independent judgement--identifying and resolving issues with high levels of critical thinking

### **ESSENTIAL JOB DUTIES**

- Evaluate credentials of new hires to determine salary placement for job offer
- Calculate salaries and benefits
- Create and assign employee work records
- Administer the contracts and pay notifications for all employees
- Reconcile account codes in SISFin
- Analyze salary structures and Human Resources interfacing with payroll software
- Maintain and further develop cooperative and collaborative use of Financial Software
- Audit credentialing of certified and licensed staff
- Maintain current knowledge and understanding of certification/licensure laws and statutes
- Calculate and award prorated sick and personal leave
- Process lateral movement and tuition reimbursement applications
- Assist the Director in responding to unemployment claims
- Conduct annual market-based job and compensation analysis for all positions
- Recommend pay structures that maintain internal and external equity
- Research and implement best practices in compensation programs and administration

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- Prepare and monitor reports for the purpose of ensuring efficient processes, adhering to Board Policy and legal requirements, and informing decisions
- Utilize pertinent software applications and prepare and maintain accurate records
- Collect, synthesize, and evaluate data of varied types and/or for a variety of purposes
- Prepare annual revisions to orientation materials, employment guides, and compensation structures
- Interpret contract language, Board policy, and laws related to the job functions
- Work with detailed information, frequent interruptions and adapt to changing priorities
- Maintain accurate personnel records for all employees in order to provide a comprehensive, efficient, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, staffing, resignation, vacations, absences, tuition reimbursement, and supplemental pay
- Create work calendars
- Support the Assistant Superintendent and Director of Human Resources

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Human Resources Department

### **ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

### **TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

### **EVALUATION**

Performance of the Human Resources Specialist will be evaluated in accordance with provisions of the Board's policy on evaluation of support services personnel.