



COORDINATOR, CLASSIFICATION AND COMPENSATION

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Human Resources Officer, the position is responsible for ensuring equitable and consistent job classifications and compensation practices within the division, managing the daily activities of the division's classification and compensation program; managing program design, development, and enhancement; and providing ongoing monitoring and analysis of all aspects of the program to ensure internal equity, market competitiveness, and program integrity.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Strategic Planning

- Prepare, manage, and conduct classification and compensation surveys and studies to ensure competitive wage and salary structures.
- Recommend modifications to job and salary structures to align with compensation strategies, division policies and procedures, maintaining a competitive edge in attracting and retaining top-tier talent.
- Provide analysis and input to inform management regarding proposed revisions of classification and compensation policies, programs, and processes.
- Analyze requests and provide recommendations related to departmental reorganizations to ensure alignment with organizational structure and compensation philosophy.
- Collaborate with the Department of Budget and Finance in the annual compensation budgeting process, including forecasting and tracking estimated compensation expenditures.
- Maintain awareness of industry trends, labor market conditions, and best practices in classification and compensation.
- Establish and maintain effective professional relationships with colleagues in neighboring school divisions to benchmark and share best practices.

Classification and Compensation Administration

- Conduct research, analyze information, and compile statistics and other data regarding position classification, job analysis, external and internal equity, and reclassifications.
- Assess and complete job audits and reclassifications as needed.
- Provide guidance in the assessment of the work experience of new hires and individuals being considered for promotions, as needed; recommend appropriate compensation placement and salary scale assignment.
- Develop and maintain job descriptions, ensuring accuracy, consistency, and alignment with compliance with applicable laws and regulations.
- Collaborate with department heads and managers to ensure job descriptions remain current and reflective of assigned duties.
- Ensure descriptions are ADAA compliant for posting to the division's website.
- Respond to salary survey requests and other external inquiries related to classification and compensation.
- Manage special projects and assignments as directed by the Chief Human Resources Officer (e.g. VISA card sign-off, time and attendance sign-off, employment verifications)

Leadership and Team Management

- Supervise and provide direction to the Human Resources Information Systems Specialist to ensure accurate and timely implementation of updates related to job titles, salary scales, pay adjustments, step increases, and year-end processing in support of effective program administration.
- Supervise and evaluate assigned staff.
- Provide expert consultation and guidance to leadership and management on classification and compensation matters.
- Lead cross-functional collaboration efforts with Budget and Finance, HRIS, and departmental leadership to ensure effective implementation of compensation programs and initiatives.
- Lead and manage special projects, as assigned by the Chief Human Resources Officer.
- Perform other duties as assigned.



KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of compensation principles, practices, and methodologies, such as job evaluation, market analysis, salary structures, and incentive programs; knowledge of public personnel administration philosophies, principles, and practices; and knowledge of relevant labor laws and standards related to compensation and classification. Must have the ability to interpret and analyze data to make informed decisions about job classifications and compensation structures; ability to present recommendations effectively in oral and written form; ability to identify compensation-related issues and develop effective solutions to address them; ability to establish and maintain effective relationships with school officials, employees, and the general public; ability to maintain confidentiality and integrity in handling sensitive compensation and employee information; and the ability to plan, supervise and review the work of subordinates. Must be skilled in the use of human resources information systems (HRIS) Microsoft Office, Excel, and PowerPoint applications.

EDUCATION AND EXPERIENCE

Required: Master's degree in school administration, human resources, public administration, or a related field. A minimum of 5 years in the field of compensation, job analysis, accounting, or human resources administration.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.