

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6438
Pay Grade: E04

FLSA: Exempt
PTS

SENIOR COMPENSATION ANALYST

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Personnel Management, Business Administration or a related field, plus five (5) years of experience in areas related to salary administration within a large organization performing most of the below-mentioned duties and responsibilities. A year of related experience may be substituted for each year of the educational requirement stated above with a certification in the area of compensation.

MAJOR FUNCTION

Performs responsible, advanced, highly specialized, professional work in activities related, but not limited to compensation administration, salary surveys, position audits, records, changes in employee status and other special projects and studies. Advises and assists in the development of a fair and competitive wage and salary program.

ESSENTIAL RESPONSIBILITIES

- Prepares, reviews, and submits compensation, employment, benefit and labor-related reports, surveys, and data requests to federal, state, and local agencies.
- Coordinates the annual salary increase and Fiscal End of Year (FEOY) process by collaborating with Human Resources, Payroll, Technology and Information Services (TIS), and other stakeholders to prepare, test, process, audit, and validate salary updates. Develops and maintains files used to update employee records, reviews reports for accuracy and compliance, facilitates stakeholder review and approval of assigned actions, and monitors the timely completion of all required processes to ensure accurate implementation.
- Conducts analyses and develops compensation-related recommendations for executive leadership regarding salary structures, pay practices, and compensation initiatives requiring school board consideration or approval.
- Performs position and organizational analyses to assess work operations and develops, updates, and maintains job descriptions, ensuring accurate documentation of duties, qualifications, essential functions, and ADA physical requirements.
- Partners with management on organizational and departmental restructuring initiatives, evaluating staffing needs and recommending position classifications, new job creations, and appropriate pay grade assignments.
- Audits personnel transactions pertaining to changes in job classification, compensation or other related changes to monitor compliance with existing policies and procedures.
- Participates and supports the collective bargaining process with union organizations by conducting compensation analyses, preparing cost projections and financial impact studies, developing supporting data and reports, and recommendations to assist leadership during negotiations.
- Develops and maintains salary schedules, compensation procedures, and compensation-related union contract language to ensure alignment with organizational objectives, negotiated agreements, and applicable policies.
- Develops and recommends compensation-related policies, procedures, and practices to support organizational objectives, regulatory compliance, and operational effectiveness.
- Conducts analysis and provides recommendations related to Fair Labor Standards Act (FLSA) compliance, including exemption status determinations, compensation practices, and position classifications.
- Reviews and analyzes contracted services employee (CSE) and supplemental compensation requests to ensure accuracy and compliance with applicable policies, procedures, budgetary requirements, and compensation practices.
- Researches and analyzes compensation records and salary histories to support audits, employee inquiries, personnel actions, negotiations, and management decision-making.
- Responsible for contribution to department goals.
- Supervises, develops, trains, and evaluates assigned personnel.
- Coordinates the development, maintenance, and publication of compensation-related manuals, salary schedules, and supporting documentation.
- Researches and analyzes compensation transactions and payroll records to support the resolution of salary discrepancies, retroactive payments, and back pay matters.

SENIOR COMPENSATION ANALYST

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Evaluates and assigns state, federal, EEO, and other required classification codes to new or existing positions in accordance with reporting requirements, job duties, and regulatory guidelines.
- Conducts classification analyses and provides position classifications, compensation recommendations, and organizational data to support workforce planning and the annual budget development process.
- Administers unemployment compensation activities by researching and responding to claims, compiling supporting documentation, participating in hearings as an employer representative or witness, monitoring unemployment charges and invoices for accuracy, and initiating disputes or appeals when appropriate.
- Prepares, reviews, and submits required compensation, employment, and labor-related reports, surveys, and data requests to federal, state, and local agencies, including the Department of Labor and other regulatory entities.
- Serves as a lead resource for Enterprise Resource Planning (ERP) initiatives by analyzing business requirements, validating compensation and position data, coordinating system testing, identifying process improvements, and ensuring data integrity throughout implementation and enhancement projects.
- Coordinates the development, communication, execution, and auditing of supplemental compensation programs by preparing and validating eligibility reports, maintaining control records, developing upload files, coordinating system updates with Technology and Information Services (TIS), and ensuring compliance with established compensation practices and procedures.
- Designs, develops, and maintains compensation control records, salary schedules, supplemental pay records, and related tracking systems to ensure data accuracy, consistency, and compliance with district requirements.
- Facilitates and coordinates compensation-related programming and system modifications resulting from collective bargaining agreements, district initiatives, legislative changes, organizational restructuring, and operational needs by working collaboratively with Human Resources, Payroll, Budget, and Technology and Information Services (TIS).
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/96 BMP; BOARD APPROVED: 10/22/96; REVISED: 8/97 BMP MF & D & R ONLY; REVISED MF, D&R: 1/08 AK; REVISED: MQ 5/6/23, PT; BOARD APPROVED: 05/22/23; REVISED: ER 05/29/26 CS;

SENIOR COMPENSATION ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Senior Compensation Analyst - PTS