DISTRICT SCHOOL BOARD OF PASCO COUNTY
Job Description

COMPENSATION SPECIALIST

<table>
<thead>
<tr>
<th>Salary Schedule:</th>
<th>Number of Work Days as Contracted</th>
<th>FLSA Status– Exempt</th>
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<tbody>
<tr>
<td>MGMT 1A</td>
<td>-12 month</td>
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<tr>
<td>Daily Work Hours:</td>
<td>7.5</td>
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**JOB GOAL:** To effectively facilitate compensation-related activities in support of organizational goals and objectives and provide compensation expertise in job studies, pay plan design, union negotiations, organizational management and salary administration in order for the district to attract, retain, and motivate high caliber employees

**REQUIRED QUALIFICATIONS:**
1. Bachelor’s degree from an accredited institution in Human Resources, Business, or a related field
2. Minimum of three (3) years of experience in human resources classification and compensation functions

**PREFERRED QUALIFICATIONS:**
1. Society of Human Resource Management’s Professional in Human Resources (PHR) certification, Senior Professional in Human Resources (SPHR) certification, or the WorldatWork Society’s Certified Compensation Professional (CCP) designation
2. Experience in various pay programs, strategies and reward systems, various software programs, and analysis methods
3. Experience in public sector classification and compensation
4. Experience in public school system classification and compensation

**KNOWLEDGE, SKILLS, AND ABILITIES:**
1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Demonstrate ability to establish and maintain collaborative working relationships with all stakeholders
4. Apply knowledge of current trends in compensation theory, wage and salary practices, job evaluation methods, pay plan design, position control procedures, and reward strategies
5. Exhibit effective financial and mathematical computation skills
6. Demonstrate the ability to effectively use technology in daily work, including analyzing compensation data
7. Ability to apply statistical models for assessment of compensation practices
8. Knowledge of and ability to use spreadsheet and compensation-related software
9. Ability to calculate financial costing of any pay change impact
REPORTS TO: Director of Human Resources

SUPERVISES: Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Communication
1. Assist in the District’s collective bargaining process by gathering and compiling information and preparing salary projections and assist the chief negotiator and bargaining teams with compensation issues
2. Prepares compensation reports and recommendations by gathering, analyzing and summarizing compensation data and trend information
3. Plan and implement a system of feedback and evaluation regarding the effectiveness of compensation as perceived by the users of their services
4. Respond to all levels of employees for problem resolution of pay disparities and other inquiries and concerns in a timely manner

Proactive Orientation
1. Oversee compensation functions for all District employees to ensure fiscal responsibility for the District
2. Keep apprised of existing and new federal and state compensation laws, regulations, and statutes pertaining to personnel and recommend appropriate changes or additions to ensure District policies and procedures are in compliance

Critical Thinking
1. Update, oversee, and coordinate the production of the organizational charts
2. Research and analyze occupational data and develop standardized job descriptions to ensure that all positions are accurately documented for position evaluation and hiring
3. Conduct market pricing analysis for proposed new positions and for identified current positions to determine appropriate pay grade assignment
4. Observe, interview and survey employees to collect job, occupational, and organizational information needed to define jobs
5. Plan and perform position audits under existing procedures for exempt and non-exempt positions.
6. Analyze work operations through the audit process and writes and/or revises position descriptions to also include Americans with Disabilities (ADA) physical job requirements.
7. Audit personnel transactions pertaining to changes in job classification, compensation or other related changes to monitor compliance with existing policies and procedures
8. Assist with determining cost impacts related to job assignments, promotions, demotions, salary schedule changes, etc.

Continuous Improvement
1. Assume responsibility for self-development by keeping abreast of current research, trends and best practices, and laws and regulations and remain current with the technology being utilized within the District and the field of employee compensation
2. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
3. Assume responsibility and remain current with the technology being utilized by the District or within the fields of employee compensation
4. Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks

**Facilitation**
1. Conduct and participate in surveys regarding pay, policies, procedures, salary structures, benefits and organization and develop proposals and make recommendations regarding modification
2. Administer an established system to evaluate and group positions into classifications which are similar as to the work performed, the difficulty of the work performed, and the qualifications necessary to perform the work
3. Assist in accurately documenting work performed throughout the district by preparing job descriptions following standards format currently in use
4. Administer classification programs, which include classifications of positions and development of job descriptions
5. Work closely with the Finance, Human Resources, and Employee Relations Departments to effectively facilitate compensation-related activities in support of organizational goals and objectives
6. Assist in the administration of the wage and salary program to ensure internal and external equity and accurate payment of school personnel
7. Assist with the preparation of a wage and salary schedule book encompassing all approved schedules and general information
8. Provide technical expertise and support services to all District work locations through the development, negotiation, communication and administration of compensation consistent with the District’s goals
9. Prepare salary histories as requested

**Managerial**
1. Define jobs by developing a job description format and writing job descriptions, job qualifications and job evaluation documentation
2. Validate job requirements by developing and maintaining a job analysis system and analyze jobs to determine the duties, responsibilities and specifications required for an employee to perform the job at a competent level
3. Maintain organized system for a periodic review of established job specifications and salary grades, which may include job analysis
4. Provide proper classification of requested new positions to Budget Department for annual budgeting process
5. Assign state, federal, EEO and other job codes to new or existing jobs
6. Manage compensation and wage and salary administration for administrative, professional/technical, nonbargaining, instructional, and school related personnel consistent with district priorities and goals, and, develop plans and identify district goals for compensation related activities
7. Oversee pay and job equity systems and processes necessary to ensure financial responsibility for cost of human resources to the district
8. Maintain pay structure by recommending, planning, and implementing structural adjustments
**Constancy of Purpose**
1. Follow Federal and State laws, as well as School Board policies
2. Manifest a professional code of ethics and values
3. Support the District Strategic Plan

**Decisiveness**
1. Make all decisions and perform all tasks in accordance with the vision of the District School Board of Pasco County
2. Maintain compensation decision-making guidelines by writing and updating compensation policies and procedures
3. Make and share decisions in a timely manner