

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

POSITION CONTROL/COMPENSATION SPECIALIST

Salary Schedule: MGMT 1A	Number of Work Days as Contracted -12 month Daily Work Hours: 7.5	FLSA Status– Exempt
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JOB GOAL: Monitor allocations and compensation to ensure compliance within budgetary constraints and established compensation and salary schedules

REQUIRED QUALIFICATIONS:

1. Bachelor's degree from an accredited institution in Accounting, Business Administration, Finance, Human Resource Management, or a related field
2. Three (3) years experience in accounting, employee classification, employee compensation, finance or human resources
3. Experience in cost accounting

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 compensation and accounting
4. Experience in public school system accounting, budgetary operations, or staffing

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 analyzing allocation and compensation data

REPORTS TO: Superintendent

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:

Communication

1. Plan and implement a system of feedback and evaluation regarding the effectiveness of position control and compensation as perceived by the users of their services
2. 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 position control and compensation functions for all District employees to ensure fiscal responsibility for the District
2. Coordinate with Finance and Human Resources staff to ensure financial accountability for district positions

Critical Thinking

1. Maintain and monitor administrative, instructional, and non-instructional allocations in schools and departments in order to keep allocations current and prevent allocation overfills
2. Administer the District's financial program for salary forecasting in order to develop salaries and benefits within budgetary constraints
3. Review and analyze data and information relative to position control and compensation related matters
4. Calculate the financial impact of any proposed or actual compensation changes

Continuous Improvement

1. Assume responsibility for self-development by keeping abreast of current research, trends and best practices relevant to employee compensation and position control
2. Assume responsibility and remain current with the technology being utilized by the District or within the fields of employee compensation and position control
3. Stay abreast of development in compensation design, innovations, laws and regulations related to compensation
4. Model the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks

Facilitation

1. Provide technical expertise and support services to all District work locations through the development, negotiation, communication and administration of position control and compensation consistent with the District's goals
2. Collaborate with other departments to ensure accuracy in position control and employee compensation

Managerial

1. Provide expertise regarding compensation and wage and salary schedules for all employees as appropriate
2. Work closely with the Finance, Human Resources, and Employee Relations Departments to effectively facilitate position control activities and compensation-related activities in support of organizational goals and objectives

Constancy of Purpose

1. Manifest a professional code of ethics and values
2. Support the District Strategic Plan

Decisiveness

1. Make and share decisions in a timely manner