



Job Title: Director Compensation Human Resources

Exemption Status: Exempt

Reports to: Assistant Superintendent Human Resources

Date Revised: September 2023

Dept./School: Human Resources Department

Pay Grade: 110

Primary Purpose:

The primary purpose of this position is to administer and oversee key Human Resources operations to ensure compliance, accuracy, and equity across all HR functions. Responsibilities include assisting the district's compensation program to maintain competitive and equitable salaries; monitoring compensation plans and job classifications for compliance with state and federal regulations; and managing the annual employment document renewal and distribution process. The position also oversees the employee leave and onboarding processes, records management, and compliance with I-9 requirements, while monitoring the integrity of all HR records. Additionally, this role provides support in managing and controlling allocations and job descriptions..

Qualifications:

Education/Certification:

- Master's degree in Human Resources, Business, Education, or a related field;
- Administrative Certification preferred
- TASBO Certification preferred

Experience:

- Minimum of five (5) years of experience in the analysis, design, or administration of compensation programs with a Master's degree
- Minimum five (5) years of comparable experience in public school Human Resources
- Oracle eBusiness Suite experience in a Public School District preferred

Special Knowledge/Skills:

- Knowledge of general compensation, including compliance with state and federal laws and regulations
- Analytical and attention to detail
- Knowledge of general compensation, including compliance with state and federal laws and regulations
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to use software to develop spreadsheets, perform analysis, and do word processing
- Knowledge of Federal immigration procedures and policies
- Ability to serve as an Oracle, super user for the HR department
- Knowledge of the H-1B visa and Permanent Residency process.
- Knowledge of job descriptions and job classification processes
- Strong public relations, organizational, communication, and interpersonal skills
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Strong public relations, organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Administration

1. Maintain and update district pay structures and stipend schedules.
 2. Develop, document, and implement procedures for administering the district's pay practices and ensure
 3. that consistently applied procedures are followed for the placement of newly hired employees and employees who change assignments. Streamline processes to ensure efficient and effective operations.
 4. Calculate salaries for new hires and assignment changes.
 5. Work with other Human Resources staff and supervisors to ensure accurate job descriptions for district positions. Conduct job analysis to determine appropriate salary levels according to compensation guidelines. Review jobs to determine FLSA exemption status.
 6. Coordinate the annual salary review, update process, and monitor adjustments to ensure accuracy.
 7. Investigate and respond to salary review requests from district personnel.
 8. Administer the annual employment documents renewal and distribution process; work with all supervisors, Oracle, and HR staff.
 9. Support the Assistant Superintendent with assigned projects.
 10. Communicate with departments throughout the district on areas of new positions, reallocations, salary, pay grade, and position classification.
 11. Communicate with immigration attorneys regarding H-1B visa extensions, the permanent residency process, or any immigration-related issues.
 12. Communicate with employees regarding the visa and permanent residency process.
 13. Manage ongoing internal audit of I-9 forms, ensuring proper review and documentation consistent with I-9 guidelines.
 14. Ensure new employees' I-9 forms are completed properly.
 15. Ensure all District employees are work-authorized at all times.
 16. Develop and update district pay structures and stipend schedules.
 17. Develop, document, and implement procedures for administering the districts' pay practices, and consistently apply them to new employees and to employees who change assignments.
 18. Streamline processes to ensure efficient and effective operations.
 19. Calculate salaries for new hires and assignment changes.
 20. Work with other HR staff and supervisors to ensure accurate job descriptions for all district positions.
 21. Conduct job analysis to determine appropriate salary levels according to compensation guidelines.
 22. Review jobs to determine FLSA exemption status.
 23. Coordinate the annual salary change process and monitor adjustments to ensure accuracy.
 24. Investigate and respond to salary review requests from district personnel.
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Analysis

25. Analyze and interpret data to determine the competitiveness of district salaries. Identify and recommend appropriate changes.
26. Analyze compensation policies concerning wage and hour regulations and recommend changes as appropriate.
27. Analyze and interpret data to determine the competitiveness of district salaries. Identify and recommend appropriate changes.
28. Analyze compensation policies in relation to wage and hour regulations and recommend changes as appropriate.
29. Analyze job descriptions of position requests or position changes for appropriate pay grade placement based on qualifications, duties, and responsibilities.
30. Participate in compensation surveys.

31. Conduct surveys as needed to collect market data.

Other

- 32. Works cooperatively with others to develop compensation budgets based on staffing projections.
- 33. Compile, maintain, and file the required reports, records, and other documents.
- 34. Comply with federal and state law policies, State Board of Education rules, and local board policy.
- 35. Follow district safety protocols and emergency procedures.
- 36. Perform all other duties as assigned.

Supervisory Responsibilities:

Compensation Human Resources Specialist, HR Analyst, Staffing Specialist, Leave Specialist, and PT hourly employee

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____