

TITLE: *DIRECTOR – COMPENSATION AND HUMAN RESOURCES PLANNING*

QUALIFICATIONS:

1. Bachelor degree in human resources management, business, public administration, education, or related field.
2. Minimum five (5) years management experience.
3. Five (5) or more years of successful experience in classification and compensation administration.
4. Strong knowledge of Department of Labor (DOL) regulations.
5. Proven experience utilizing multiple quality statistical tools.
6. SHRM-certified Professional (PHR) or Senior Professional (SPHR) or Certified Compensation Professional (CCP) preferred.
7. Demonstrated ability to build and maintain relationships across schools and departments and with diverse groups, including community and business partners.
8. Ability to learn current computing technologies and software applications appropriate to the position's job responsibilities.
9. Demonstrated ability to analyze and evaluate general and statistical information and use this information to drive business decisions.
10. Demonstrated ability to effectively communicate, both orally and in writing. Must be able to prepare comprehensive reports showing trend analysis and represent ideas clearly and concisely.
11. Demonstrated ability to make tough, logical decisions in a timely fashion.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Plans, develops and implements compensation programs, policies and procedures in order to be responsive to the District's goals as well as local/national competitive practices.
2. Utilizes quality improvement tools to develop and manage HR metrics. Analyzes data and prepares trend and forecasting reports.
3. Develops short and long-term compensation strategies and ensures that they are aligned with the District's strategic goals on an ongoing basis.
4. Continually looks for best practices, monitors the effectiveness of existing compensation policies, guidelines and procedures and recommends changes as needed.
5. Provides assistance to employees in understanding salary calculations, employee contract provisions, internal/external equity issues, and pay for performance decisions.
6. Conducts salary surveys to compare competitiveness and ensure District compensation objectives are achieved.
7. Builds and develops a highly motivated team to deliver excellence in employee customer service.
8. Directs the preparation of a wide variety of reports and surveys pertinent to wage and salary functions, classification and employee data.
9. Keeps apprised of existing and new federal and state compensation laws, regulations, and statutes pertaining to personnel; and recommends appropriate changes or additions to ensure District policies and procedures are in compliance.
10. Administers the reappointment process as well as the distribution of employee contracts.
11. Maintains a close working relationship with the Department of Labor Relations, particularly in the areas of cost analyses of bargaining unit and non-bargaining unit (NBU) proposals.
12. Manages the development and monitoring of the department strategic plan including a comprehensive set of HR metrics and budgetary information. Coordinates benchmarking in all HR areas and provides recommendations.
13. Maintains job descriptions, creating new job classifications as needed.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest **ethics and integrity** of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 05/99
Revised: 12/04, 04/12/06
Salary Level: 9
Bargaining Unit: S
Responsible to: Chief of Human Resources

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.