



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 6/4/2026

Coordinator, HRTD (Classification and Compensation)

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Human Resources

Primary Location: Administration Building

Department Overview

The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Title IX, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview

The HRTD Coordinator supports the daily activities of the division's classification and compensation program; assists in program design, development and enhancement; and provides ongoing monitoring and analysis of all aspects of the program to ensure internal equity, market competitiveness, and program integrity.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Makes recommendations for job and pay structure changes in accordance with best practices and division policies, procedures and guidelines
- Analyzes and proposes recommendations for new and revised classification and compensation programs, systems and processes
- Recommends changes to existing job structures; pay scales; and compensation policies and procedures
- Performs market studies and internal job analyses to ensure pay practices and levels are competitive and equitable
- Prepares a wide variety of data-related materials (i.e. reports, analyses, documents, graphics, web pages, presentations) for a range of stakeholders and audiences
- Conducts research and makes recommendations regarding resources requirements for classification and compensation program needs
- Utilizes automated and manual processes to identify, extract, aggregate, and scrub data for reporting, analysis, presentations, infographics, etc.
- Responds to salary survey requests and other external inquiries and requests for assistance
- Creates and updates job descriptions
- Maintains the program's web pages with accurate, current and accessible content
- Manages entry and ensures integrity of the classification and compensation management system

- Provides analysis and input to inform management decision-making regarding proposed revisions of classification and compensation policies and related collective bargaining provisions
- Develops and maintains files, records, systems, forms and resources to support effective program administration
- Responds to department requests for information and assistance
- Establishes and maintains effective working relationships with colleagues in neighboring school divisions
- Develops and maintains regular and ad-hoc reports
- Manages special projects, as assigned

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in human resources, business administration or related field

Experience

Five (5) years of experience in human resources or administration.

Experience in data management, data analysis, or other data administration functions, including collection and distribution

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of human resources administration
- Knowledge of job evaluation principles, practices and methods
- Ability to analyze and evaluate human resources policies and procedures and make recommendations for improvement
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively, both orally and in writing
- Proficiency in the use of personal computer and related hardware and software
- Knowledge of employment laws, including but not limited to, the Fair Labor Standards Act and state and federal minimum wage laws
- Advanced skill in utilizing human resources information systems, applications and databases
- Ability to develop spreadsheets, charts and graphs
- Ability to calculate pay change impacts
- Knowledge of data analysis, querying and reporting techniques and tools
- Advanced knowledge of Microsoft Office Excel, Word and PowerPoint applications
- Ability to aggregate and integrate data and information from multiple sources
- Ability to present and explain complex information
- Ability to identify, organize, clean and manage data through manual and automated means
- Ability to independently prioritize complex matters and issues
- Ability to process tasks and details independently, including the preparation of reports, coordination of functions, communication of department policy and other related items
- Ability to work independently with limited direction, taking initiative to determine and complete assigned tasks

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.