Title: **Compensation Coordinator** Pay Grade: 307
Reports to: Chief Human Capital Management Officer FLSA: Exempt
Department: Human Capital Management Length of Assignment: 226 days

Summary

Manage district employment procedures to ensure legally sound and effective compensation management practices. Responsible for the development and implementation of wage and salary administration. Responsible for the supervision of Human Resources data entry, employment contract administration, and the substitute center. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Assist the Chief Human Capital Management Officer to develop and implement procedures for administering salary and other forms of compensation that effectively implement policies adopted by the board.
2. Maintain analysis of salary and wages to ensure equity and market competitiveness in order to retain a quality workforce.
3. Coordinate the classification and reclassification of positions in the district to assure job alignment and position management.
4. Oversee the exempt and non-exempt compensation plan to ensure compliance with federal wage laws and district laws and district policies and practices.
5. Provide a cost analysis of salary and wage adjustments for the budgeting process.
6. Stay current on changes in federal and state laws, State Board Education Rule, and local board policies as they apply to labor and wages and disseminate said information to district employees.
7. Supervise and coordinate the district's electronic employment contract system.
8. Supervise the substitute center to include the recruitment, employment, training, assignments, timesheets, and termination of substitute teachers.
9. Oversee the automated substitute system to address substitute needs throughout the district.
10. Oversee the library of current and past job descriptions both on the district website and in paper files.
11. Act as a subject matter expert concerning the district's electronic timekeeping system; assist the Payroll Department with problems encountered.
12. Use management practices that promote collegiality, teamwork, and collaborative decision-making among staff.
13. Maintain current knowledge of Human Resources practices and procedures, particularly as it relates to compensation, job alignment, and position management.
14. Work cooperatively with district personnel to address compensation concerns.
15. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.

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2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree; business or management related field, preferred; five (5) years of administrative experience in Human Resources with experience in employee compensation programs. Knowledge of federal and state laws as related to labor and wages; the ability to interpret policy, procedures, and data; strong communication, public relations, and interpersonal skills; strong computer skills with database and spreadsheet programs, as required.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; frequent district-wide and occasional state-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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