



Job Title: Specialist - Compensation

Exemption Status/Test: Non-Exempt

Reports to: HR Administrator

Date Revised: September 2021

Dept. /School: Human Resources

Primary Purpose:

Support the functions of the HR Department and HR Administrator with compensation, employment verification, employment authorization, and contract processes, and other as needed, maintaining proper security and confidentiality.

Qualifications:

Education/Certification:

High school diploma or GED – Advanced Education or training desired

Bachelor's degree, preferred

Experience:

Minimum of three (3) years of Human Resources experience

Five (5) years of clerical and file maintenance experience, including the human resources experience

Experience with Oracle and Outlook, preferred

Proficiency with Google Suite and MSOffice, preferred

Special Knowledge/Skills:

Proficient in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and Microsoft Office Suite

Ability to perform basic math

Attention to detail

Ability to read, speak and understand English

Excellent organizational skills

Strong communication and interpersonal skills

Demonstrated experience with use of databases, Oracle preferred

Must be able to positively interact with all levels of school employees and to work positively and cooperatively with co-workers

Must be able to positively represent school district

Must exhibit ability to handle confidential and sensitive information with good judgment

Must possess general clerical skills

Must exhibit initiative in performing routine office functions

Must be able to handle heavy workload in fast-paced office with critical deadlines

Must be detail oriented and a quick learner

Must be flexible and adaptable under pressure

Perform other duties as assigned

Major Responsibilities and Duties:

File Management

1. Assist with the maintenance of position pay grade placement.

2. Assist with the position change and new position request process.
3. Assist with review of employment verification forms for employment credit.
4. Support HR Administrator with the employment verification and salary recommendation processes.
5. Assist with I-9 processes and procedures, and ongoing internal audit.
6. Support and work with HR staff in compensation, employment verification and employment authorization related issues.
7. Communicate with district staff and offices as needed.

Reports and Correspondence

8. Prepare correspondence, forms, and letters according to district standards and requirements.
9. Ensure accuracy of documents associated with compensation.

Other

10. Assist with the preparation and distribution of employment documents.
11. Support the functions of the Human Resources Department.
12. Maintain confidentiality.
13. Other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

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

Posture: Occasional bending/stooping, pushing/pulling, and twisting

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

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

Environment: May work prolonged or irregular hours

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

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