

4. 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.
5. Coordinate and annual salary review, update process, and monitor adjustments to ensure accuracy.
6. Investigate and respond to salary review requests from district personnel.
7. Administer the annual employment documents renewal and distribution process; working with all supervisors, Oracle and HR staff.
8. Support Assistant Superintendent with assigned projects.
9. Communicate with departments throughout the district on areas of new positions, reallocations, salary, pay grade and position classification.
10. Communicate with immigration attorneys regarding H-1B visa extensions and permanent residency process, or any immigration related issues.
11. Communicate with employees regarding visa and permanent residency process.
12. Manage ongoing internal audit of I-9 forms ensuring proper review and documentation consistent with I-9 guidelines.
13. Ensure I-9 forms of new employees are completed properly.
14. Ensure all District employees are work authorized at all times.

Analysis

15. Analyze and interpret data to determine competitiveness of district salaries. Identify and recommend appropriate changes.
16. Analyze compensation policies in relation to wage and hour regulations and recommend changes as appropriate.
17. Analyze job description of position requests or position changes for appropriate pay grade placement based on qualifications, duties and responsibilities.

Other

18. Works cooperatively with others to develop compensation budgets based on staffing projections.
19. Compile, maintain, and file related reports, records, and other documents required.
20. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Supervisory Responsibilities:

Specialist.

Mental Demands/Physical Demands/Environmental Factors

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

Posture: Prolonged sitting; 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; 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 and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.