**Human Resources Compensation and Position Control Specialist**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Human Resources

**Dept/Campus:** Central Office **Paygrade:** PP-8

**Wage/Hour Status:** Nonexempt **Date Revised:** July 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Coordinate the district position control system. Maintain employee budgetary personnel data system. Ensure accuracy and integrity of electronic data and salary/wage records for Human Resources under minimal supervision.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Two years of college education preferred

**Special Knowledge/Skills:**

Knowledge of personnel practices,

Knowledge of wage and salary procedures, calculations, and policies

Ability to use personal computer and software to develop spreadsheets, databases, perform word processing

Ability to analyze and interpret data and statistics

Proficient skills in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

High attention to detail

**Experience:**

Two or more years of advanced secretarial experience with extensive contact with people

Prefer prior experience in personnel payroll or related field

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Receive and process documentation related to the hiring, transfer, and termination of employees. Input required information into electronic position control system and into Skyward, maintaining the district’s employee management plan.
2. Ensure the accurate and timely processing and maintenance of position/assignment records to meet payroll deadlines.
3. Maintain accurate electronic database of all district personnel, including position control and budgetary systems, ensuring accuracy and integrity of data. Correct discrepancies as needed or as directed by the Deputy Superintendent or Executive Director of Human Resources.
4. Ensure position control information is accurate and budgeted correctly; maintain documentation of open position and budgetary changes to ensure proper disbursement of allocated budget.
5. Track and monitor grant funded positions.
6. Assist with tracking Teacher Incentive Allotment information and teacher payouts.
7. Verify monthly dock spread amounts and provide information to payroll.
8. Receive and process documentation related to the hiring, transfer, and termination of employees. Input required information into electronic position control system.
9. Ensure data quality control and verification of employee information.
10. Maintain electronic system work day calendars.
11. Maintain records of assigned stipends, ensure accurate entry of stipends in payroll system, and submit semiannual stipends for payment.
12. Discuss and communicate with employees regarding their compensation as needed.
13. Prepare and submit annual TASB salary reports, EEO reports, and other compensation reports as required.
14. Collect and analyze salary data from other jurisdictions and published salary surveys to determine competitiveness of district’s compensation program. Monitor and review current pay scales to maintain equitable pay within the district.
15. Assist with District Compensation Plan and maintain accurate pay grade information.
16. Manage district job descriptions. Create, revise, and edit job descriptions and ensure consistency between the descriptions and electronic position control system.
17. Assist with job analysis as needed.
18. Review and respond to all unemployment claims; serve as district representative for Texas Workforce Commission and Texas Workers’ Compensation Commission hearings.
19. Assist in the district budget process to include documentation and tracking of actions and the financial impact of staff placement.
20. Assist in development of forms, processes and procedures to ensure the smooth operation of the HR department.
21. Prepare all required correspondence, forms, and reports in a timely manner.
22. Assist with annual service awards listing.
23. Be prepared to take initiative and work independently to accomplish the goals and needs of the Human Resources department.
24. Attend workshops and seminars as necessary to remain informed on pertinent HR guidelines, regulations, etc.
25. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
26. Maintain strict confidentiality of information.
27. Assist with verifications of employment.

**EQUIPMENT USED:**

Computer, scanner, printer, calculator, fax machine, copier, multi-line telephone system, and other modern office equipment.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date