



# MANAGER – COMPENSATION AND POSITION CONTROL

## SUMMARY/SCOPE/GOAL

To provide overall supervision of the compensation and position control programs; coordinate, supervise and implement annual employee allocation processes; and consistently review, revise, and maintain the bank of job descriptions pursuant to School Board policies, state regulations, collective bargaining agreements, Fair Labor Standards Act, and other pertinent laws and rules governing employment.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's degree from an accredited educational institution.
- Three (3) years of related experience in Education, Business, Human Resources, or a related field; public entity preferred.

#### PREFERRED/DESIRED:

- Master's degree in Human Resources or related field preferred.
- Three (3) years' supervisory experience preferred.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

- Certified Compensation Professional (CCP) designation highly desirable

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Develop, implement, coordinate, and maintain an effective vacancy tracking system.
2. Supervise and confirm accuracy of the placement of administrative, support and instructional staff on the appropriate salary schedule.
3. Implement and manage compensation design programs and protocols, act on and implement changes and revisions to laws and regulations, including changes in Fair Labor Standards Act.
4. Develop, plan, and direct the District's compensation strategies and activities designed to enhance the District's ability to attract, hire and motivate qualified employees.
5. Direct employee compensation activities including salary schedules, pay plans, job descriptions, and data analysis related to compensation.
6. Direct pay and job equity systems and processes necessary to ensure financial responsibility for cost of human resources to the district.
7. Evaluate and develop opportunities for enhancing compensation communications throughout the district.

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8. Coordinate with Financial Services compensation expenditures having a significant impact to the district.
9. Implement the design of compensation-related studies on behalf of the district.
10. Evaluate and update the position control system for the District.
11. Plan and coordinate the District's staffing plan.
12. Develop and implement differentiated staffing protocols.
13. Coordinate with financial services division to ensure accuracy of budgeted allocations and salaries.
14. Develop, implement, and manage the job description revision and update process for the District.
15. Assist in preparation of reports as necessary and required of the personnel division.
16. Manage internal compensation and staffing procedures and revise or develop new procedures when required or when new procedures will aid a more efficient operation.
17. Serve as Human Resources Services representative on various District special committees and advisory groups as assigned.
18. Perform other duties as assigned.
19. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

Knowledge of current and evolving compensation design strategies, innovations laws and regulations, and changes to Fair Labor Standards Act. Understanding of negotiations and negotiated agreements. Ability to research methodologies for compensation plans and innovations. Proficiency in Microsoft Excel and Word software applications. Knowledgeable in federal, state and district statutes and school board policies as they relate to compensation departmental functions. Must have demonstrated leadership and ability to manage people.

### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentation or job-embedded or custom applications.

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### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

**(M) MEDIUM WORK**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

#### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires sitting, standing, walking, bending, stooping, kneeling, finger dexterity, talking, hearing, and visual acuity frequently.

#### TRAVEL:

Travel between sites rarely. Travel out of county rarely.

#### FOR HR USE ONLY:

<b>DIVISION:</b>	Human Resources	<b>DEPARTMENT:</b>	Compensation
<b>TITLE CODE:</b>		<b>CONTENT BY:</b>	Beth Thedy, Ed.D.
<b>GRADE:</b>	24	<b>COMPENSATION:</b>	Ellie Kelly
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	6/14/22	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>			

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/14/22	Initial Release	Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*