



MILLAGE COMPENSATION ANALYST

SUMMARY/SCOPE/GOAL

This position assists in the administration of approved operational expenses funded by the proceeds of the Ad Valorem Millage. This position supports the Human Resources and Payroll departments by serving as the initial point of contact for technical, analytical, and customer service-related questions regarding millage processing and payouts. Under the general supervision of the Compensation and Position Control Manager, the Millage Analyst performs various human resources and payroll functions involving independent judgement, directing and evaluating processes, and providing training and leadership to other staff in a collaborative environment.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- AA/AS from an accredited institution/program.
- Five (5) years relevant experience of a combination of professional experience in payroll administration, human resource management, business administration, or similar.

PREFERRED/DESIRED:

- At least three (3) years of progressively more responsible work experience in a medium to large sized organization preferred.
- Public school district experience preferred.

An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job may be considered.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- [Click or tap here to enter text.](#)

PREFERRED/DESIRED:

- [Click or tap here to enter text.](#)

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. With considerable independence, assists the HR/Payroll Managers in leading, coordinating, and organizing the day-to-day workflow for millage processing, to include the work of the district millage specialists.
2. With considerable independence, research, analyze, and reconcile millage data.
3. Prepare data requests and be able to explain and interpret reports. Prepare tabular and graphic data for use by district leadership.

MILLAGE COMPENSATION ANALYST

4. Assist HR/Payroll Managers in maintaining internal controls and documenting procedures for millage payment calculations, processing payments, calculating years of experience, etc.
5. Oversee payroll reclass accounting entries for proper classification and implementation of millage payments and supplements.
6. Participates as part of the district's Finance/HR/Payroll/ET cross functional team to implement semi-monthly and special pay processes, such as retro pay, supplemental and special pay bonuses, etc. to ensure process flow and accuracy of millage payments on behalf of Human Resources and Payroll.
7. Trains appropriate district and school-based staff as needed.
8. Presents to district and community stakeholders on various compensation and payroll related data on an as needed basis.

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:

Must be able to work collaboratively and effectively with stakeholders of all levels; work in an environment with frequent interruptions and changing tasks and priorities; organize work and set priorities for accomplishing work in a timely and effective manner; and communicate on complex issues with a high level of effectiveness. Intermediate ability to put data into an analysis and reporting format. Demonstrated ability to identify trends, synthesize information and communicate appropriately. Intermediate experience with Microsoft Excel (e.g. Macros, pivot tables, advanced charts/graphs, conditional formatting, data tables, concatenation, etc.).

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, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

MILLAGE COMPENSATION ANALYST

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:

DIVISION:	Human Resources	DEPARTMENT:	Compensation
TITLE CODE:	CXXX	CONTENT BY:	Shannon B. Alvarez
GRADE:	14	COMPENSATION:	Shannon B. Alvarez
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:		CLASSIFICATION:	Karyle Green, Ed.D.
SCHEDULE:	8 Hrs – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0		Developed	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.