



# MILLAGE COMPENSATION SPECIALIST

## SUMMARY/SCOPE/GOAL

Perform focused administration duties involved with the implementation of the Ad Valorem Millage. Ensures the accuracy of the human resources and payroll functions as they pertain to these funds.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High School diploma or equivalent.
- Three (3) 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.
- AS400 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 general independence, assist the Millage Analyst in leading, coordinating, and organizing the day-to-day workflow for processing the various payments funded by the Ad Valorem Millage.
2. With superior attention to detail, reviews and processes human resources and payroll related transactions for the equitable and accurate payment of millage funds.
3. Assists the Millage Analyst in ensuring all millage payments meet the board approved language for the disbursement of millage funds as outline through the various collective bargaining agreements.
4. Assists the Millage Analyst in communicating timelines, appeal responses, corrections, etc. to school sites and employees.
5. Assists the Millage Analyst in providing training to district and school-based staff.

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### 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 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.

### 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

TITLE CODE: LXXXX

DEPARTMENT: \_\_\_\_\_

CONTENT BY: \_\_\_\_\_

Compensation

Shannon B. Alvarez

## MILLAGE COMPENSATION SPECIALIST

<b>GRADE:</b>	11	<b>COMPENSATION:</b>	Shannon B. Alvarez
<b>UNIT:</b>	NB (Non-Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>		<b>CLASSIFICATION:</b>	Karyle Green, Ed.D.
<b>SCHEDULE:</b>			

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.*

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