



**MILWAUKEE  
PUBLIC SCHOOLS**

Administration Building  
5225 West Vliet Street  
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P. O. Box 2181  
Area 414: 475-8205

**OFFICE OF HUMAN RESOURCES**

Job Information	
<b>Job Title:</b> <i>Analyst I, Compensation</i>	<b>Last Revised/Approved:</b> <i>February 2019</i>
<b>Job Code:</b> 2510	<b>Reports To:</b> <i>Sr. Director, Benefits and Compensation Services</i>
<b>Office:</b> <i>Office of Human Resources</i>	<b>Department:</b> <i>Compensation &amp; Data Management</i>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Assists in the administration of district compensation programs and job classification systems. Analyzes, evaluates, monitors and prepares recommendations regarding compensation and job classification in support of district staffing and budget planning processes. Assists in the implementation of new compensation and classification programs. Supports district HRMS system.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Works on a variety of projects including program design, analysis, administration and implementation of new compensation programs and job classification systems.
- Implements and audits pay rate changes related to annual increases, promotional adjustments, initial appointments, special compensation provisions and any other transactions involving pay changes.
- Assists with the development and maintenance of compensation data, tables and overall set-up in all HRMS systems. Assists with maximizing HRMS capabilities to administer all compensation programs effectively and efficiently.

- Conducts studies for specific functional areas; analyzes market trends; completes statistical reports and assists in the development of recommendations and action plans designed to attract, retain and reward employees.
- Assists the departments of Talent Management and Compensation in developing an updated and computerized system to track teacher education and in-service credits for salary advancement/credit.
- Works with OHR and the Office of Finance staff to assist in the design, development and administration of various pay plans and the components of pay.
- Maintains the OHR job classification and job description filing systems to ensure job descriptions are accessible and updated regularly. Works on transition of compensation files to a user-friendly, computer accessible system.
- Resolves routine compensation concerns and responds to issues and questions from departmental managers, supervisors, OHR staff and other district employees.
- Gathers data and prepares survey questionnaires for participation in various external salary and compensation surveys.
- Assists in the development of communication materials related to compensation programs.
- Develops and documents procedures in order to meet compliance requirements, streamline current process and strengthen internal controls.
- Keeps abreast of changes in the compensation field by reading journals and attending seminars and training classes.
- Actively supports the MPS Five Pillars of Success.
- Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires a Bachelor's degree in Human Resources, Business Administration, Finance or a related field.
- The attainment of the Certified Compensation Professional (CCP) designation is preferred.

### ***Experience Requirements:***

- Minimum of three years of progressive experience in compensation in a high-volume transaction environment is necessary.
- Experience with an automated HRMS, preferably PeopleSoft is required.
- Previous experience in a public sector environment is desired.

### ***Knowledge, Skills and Abilities:***

- Working knowledge of compensation function, policies, procedures and practices and their application in a public sector environment is required.
- Highly detailed with an emphasis on accuracy, coupled with the ability to see broader picture.
- Strong interpersonal skills and ability to communicate both orally and in writing and to deal effectively in a team environment is required.
- Ability to calculate and interpret mathematical formulas such as percentages, statistical average, median and multiple regressions.
- The ability to maintain records and knowledge of computerized information systems used in human resources applications is required.
- Must be able to analyze/evaluate job content and write accurate job descriptions.
- Information research, analysis, and evaluation skills are necessary.
- The ability to plan, coordinate and administer complex administrative systems and processes in a computerized environment is required.
- Strong computer skills, to include database management, and advanced skills in MS Word, Excel and PowerPoint. Strong analytical skills and the ability to handle multiple projects with varying deadlines are required.
- Strong project management skills.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job.

## **Physical Demands:**

*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 with or without reasonable accommodation.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.