



**POSITION DESCRIPTION**

<b>JOB TITLE: Compensation Services Manager</b> Job Class: 2515		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Human Resources	<b>DIVISION</b> Compensation and Records
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> The basic function of this position is to plan, organize, supervise, and direct the administration of employee compensation, leave plans, and related employee records. The incumbent is responsible for implementing wage and salary administration policies and procedures within a highly complex structure, performing job evaluation and pay studies, and coordinating Human Resource employee transactions in the District's HR/Payroll System. This position also supervises the processing of teacher contracts, tuition reimbursement, severance pay, service increments and mass changes of HR data within the HR/Payroll System. The position serves as the functional district-wide coordinator of Human Resources activity within the PeopleSoft application.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Supervises and coordinates the implementation of pay rate changes related to annual increments, promotional adjustments, initial appointments, special labor contract provisions and any other transactions involving changes in pay and employee assignments. Directs and executes rate changes associated with labor contract settlements and other across-the-board pay rate change events. Maintains District salary schedules and prepares related reports and materials.
2. Directs, supervises, and performs job evaluation studies for individual and groups of positions, designed to maintain the internal equity of the District's classification structure. This process includes classifying new positions, assessing the merits of reclassification requests, presenting findings, and supervising implementation of classification studies. The incumbent also supervises the maintenance of District job descriptions, and prepares Board items relating to compensation matters.
3. Supervises, establishes standards and procedures, and develops audits and controls for processing personnel transactions, tuition reimbursement, severance pay, travel and other payroll-driven events. Directs the maintenance of academic and experience credits and record-keeping.
4. Recommends compensation strategies and initiatives for collective bargaining purposes. Implements labor contract provisions and grievance settlements.

5. Performs special projects and assignments for the Director of Human Resources.
6. Actively supports the MPS Strategic Plan.
7. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

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

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**