EMPLOYEE NAME: ___________________  
Revised: 12/98; 3/99; 4/01; 7/02; 11/04; 7/06; 4/10; 8/13; 6/16; 8/17; 6/18; 2/19; 8/19

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Compensation & Certification  
JOB CODE: 473N

DIVISION: Human Resources  
DEPARTMENT: Human Resources Systems  
REPORTS TO: Director, Human Resources Systems  
FLSA: Exempt

SALARY SCHEDULE: Professional/Supervisory  
WORK DAYS: 238  
PAY GRADE: Rank B (NK02)  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Supervises compensation activities, processes, and programs; conducts position classification reviews; oversee certification processes; coordinates collection, maintenance, and analysis of data reported to the Georgia Department of Education for Training and Experience funding.

REQUIREMENTS:

1. Educational Level: Bachelor’s degree or its equivalency (2 years similar work level experience = 1 year of college); a combination of experience and education may be used to meet the bachelor’s degree requirement.

2. Certification/License Required: None

3. Experience: 5 years of experience related to employee compensation and/or payroll programs; 2 years supervisory experience required

4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities

5. Knowledge, Skills, & Abilities: Written and oral communication; leadership; computer skills (Excel, Word, Access, and Mainframe); analytical skills; math aptitude; ability to simultaneously manage multiple assignments

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.

2. Advises in the hiring of compensation staff; hires, supervises, and evaluates Compensation Analyst and Certification Representatives.

3. Manages compensation activities, processes, and programs; coordinates internal processes with the Payroll Department and Technology to ensure cohesive procedures are used; researches discrepancies as requested by the Financial Services Department.

4. Directs comprehensive compensation studies, analyzes data, and presents recommendations.

5. Conducts complex job evaluations which include interviewing incumbents and supervisors, ascertaining information, analyzing pertinent information, and making appropriate recommendations related to the classification of positions.

6. Advises, consults and makes recommendations on compensation processes and activities to employees, managers and administrators.

7. Devises and initiates new procedures and controls relating to job classifications, job descriptions, compensation and certification.

8. Conducts salary surveys; develops recommendations applicable to compensation as appropriate.

9. Oversees the certification renewals and upgrades of all certified staff as required by the Professional Standards Commission.

10. Develops, communicates, and interprets compensation and certification policies and procedures to establish and maintain uniform understanding and application.
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<th>Ascertains information from internal and external sources; responds to requests from appropriate outside agencies and other school districts regarding compensation initiatives.</th>
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<td>Directs the collection of data for CPI reporting to the Georgia Department of Education and analyzes data ensuring a positive impact to the District’s funding.</td>
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<td>13.</td>
<td>Attends seminars and conferences to keep abreast of changes pertaining to certification and compensation.</td>
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<td>14.</td>
<td>Performs other duties as assigned by appropriate administrator.</td>
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Signature of Employee________________________________________Date __________________________

Signature of Supervisor________________________________________Date __________________________