



**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

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| <b>POSITION TITLE:</b> Assistant Director, Compensation & Certification   | <b>JOB CODE:</b> 473N                            |
| <b>DIVISION:</b> Human Resources  | <b>SALARY SCHEDULE:</b> Professional/Supervisory |
| <b>DEPARTMENT:</b> Human Resources Systems  | <b>WORK DAYS:</b> 238                            |
| <b>REPORTS TO:</b> Director, Human Resources Systems  | <b>PAY GRADE:</b> Rank B (NK02)                  |
| <b>FLSA:</b> Exempt   | <b>PAY FREQUENCY:</b> Monthly                    |
| <b>PRIMARY FUNCTION:</b> 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:

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| 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:

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| 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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| 11. | Ascertains information from internal and external sources; responds to requests from appropriate outside agencies and other school districts regarding compensation initiatives. |
| 12. | 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.                  |
| 13. | Attends seminars and conferences to keep abreast of changes pertaining to certification and compensation.  |
| 14. | Performs other duties as assigned by appropriate administrator.  |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_