JOB DESCRIPTION

POSITION TITLE: Compensation Analyst
JOB CODE: 473G
DIVISION: Human Resources
DEPARTMENT: Human Resources Systems
REPORTS TO: Assistant Director, Compensation & Certification
FLSA: Exempt
PAY GRADE: Rank I (NK09)
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Manages the district’s job descriptions and makes recommendations for job evaluations; conducts and participates in salary surveys; assists in administering incentive programs.

REQUIREMENTS:
1. Educational Level: Bachelor 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 Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.
2. Certification/License Required: None
3. Experience: 3-5 years of experience in compensation or accounting; school compensation preferred; experience and knowledge of Munis payroll software preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organizational and analytical skills; knowledge and use of spreadsheets

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. Conducts and participates in salary surveys to obtain local wages and related data; analyzes survey data and prepares comprehensive reports.
3. Monitors job descriptions and analyzes changes; provides recommendations on position classification; updates job descriptions on CCSD website.
4. Manages the compilation of District salary schedules, work calendars and the publication of CCSD Salary Schedule Book.
5. Assists in researching and rectifying errors on the Certified/Classified Personnel Information (CPI) report through the Georgia Department of Education.
6. Assists in administering variable compensation pay programs, i.e., National Board Certified Teacher Incentive and Math/Science Incentive.
7. Assists in the development and communications of compensation programs; provides guidance on compensation policies and procedures.
8. Assists with the completion of the annual salary increases and the step rollup process for all certified and classified employees within the District.
9. Assists Supervisor, Compensation & Certification with analyzing compensation data and compiling information as requested by other divisions.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________________________ Date ____________________