



EMPLOYEE NAME: \_\_\_\_\_

Created: 6/04 Revised: 3/08; 2/09, 1/10, 7/11; 10/12; 10/13; 6/16;  
6/18; 2/19; 8/19

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Compensation & Certification Specialist	<b>JOB CODE:</b> 473G
<b>DIVISION:</b> Human Resources Systems	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Human Resources Systems	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Assistant Director, Compensation & Certification	<b>PAY GRADE:</b> Rank I (NK09)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Manages the district’s job descriptions and makes recommendations for job evaluations; maintains annual compensation and certification processes; 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; knowledge of State of Georgia certification processes 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.
3.	Maintains job description databank on CCSD website and within internal systems; provides recommendations on position classification.
4.	Manages the compilation of District salary schedules, employment schedules, work calendars and the publication of CCSD Salary Schedule Book.
5.	Submits new hire employee information to the State of Georgia, resolving any discrepancies.
6.	Assists in support of certification department needs, including out-of-field communications, waiver requests, position maintenance and Certified/Classified Personnel Information (CPI) report.
7.	Assists in administering variable compensation pay programs, i.e., National Board Certified Teacher Incentive and Math/Science Incentive (HB280).
8.	Monitors the submitted requests for new positions and reclassifications.
9.	Assists with the completion of the annual salary increases and the step rollup process for all certified and classified employees within the District.
10.	Coordinates all annual supplements including Extended Day, Academic, Athletic, Music and Intramural.
11.	Assists Assistant Director, Compensation & Certification with analyzing compensation data and compiling information as requested by other divisions.
12.	Performs other duties as assigned by appropriate administrator.

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

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