

Job Title:	Compensation Analyst	Wage/Hour Status:	Exempt
Reports to:	Compensation and Employment Compliance Manager	Pay Grade:	103
Dept./School:	Human Resources	Date Revised:	October 28, 2024

Primary Purpose

Implement salary schedules, pay raises and coordinate the District's compensation program to ensure employee salaries remain competitive, equitable and in compliance. Process various personnel actions to include new hires, promotions, transfers, adjustments and supplements as well as to establish job classifications. Monitor compensation plan for compliance with all related District, state, and federal law and regulations.

Qualifications**Education/Certification**

Bachelor's Degree in Business Administration or related field

Special Knowledge/Skills

- Strong organizational, communication, public relations, and interpersonal skills
- Knowledge of general compensation including compliance with state and federal laws and regulations
- Working knowledge of computer technology
- Knowledge of State, Local, and Federal personnel regulations
- Ability to formulate, analyze, and interpret data as related to the district compensation plan
- Ability to work independently and as a team to complete complex special projects
- Ability to work with multiple projects at the same time

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Assist with the development and implementation of procedures for administering the District's pay practices and salary placement of employees.
2. Maintain and update documentation of processes and procedures for all aspects of compensation to include wages, service records, and leave days, to ensure efficient and effective operations and compliance.
3. Communicate with state agencies, and school personnel regarding compensation matters to include leave days, service records, and wages.
4. Update and process the annual District pay structures, stipend schedules, and employee groups work calendars.
5. Process various personnel actions to include verification of experience for service record credit and calculation of salaries for new hires and assignment changes. Verify years of experience for new hires.
6. Prepare new hire contracts and process the renewal of annual contract.
7. Maintain current knowledge of all state laws and regulations for creditable years of experience and personal leave.
8. Coordinate the maintenance of the job description database to ensure job descriptions for all District positions are accurate.
9. Address inquiries regarding employee compensation matters.
10. Work attentively with the Payroll and Technology Departments to ensure accurate and timely compensation data processes, to include reviewing and editing reports as needed for compensation related matters.
11. Work with a team of Human Resources, Business Services, and IT professionals on the rollover function of personnel and compensation data at fiscal and school year end.
12. Process request for payment of various signing bonuses and supplemental stipends
13. Audit employee salary data after implementation of annual compensation.
14. Maintain thorough working knowledge of personnel/payroll software and utilize various system report to access and review information and data, and prepare reports as needed.

- 15. Cooperatively work with hiring staff for validation of data as it pertains to salaries and supplemental pay.

Analysis

- 16. Analyze and interpret data to determine competitiveness of district salaries.
- 17. Participate in compensation surveys and conduct surveys as needed to collect data on a variety of compensation matters.

Other

- 18. Work cooperatively with others in coordinating and processing compensation related tasks.
- 19. Compile, maintain, and file related reports, records, and other documents required.
- 20. Maintain a professional level of confidentiality regarding personnel matters and maintain adequate internal control of personnel/payroll information.
- 21. Comply with policies established by federal and state law, state Board of Education rule, and local board policy.
- 22. Provide employee training in Fair Labor Standards Act (FLSA) guidelines.
- 23. Participate in professional development.
- 24. Perform other duties as assigned.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions, occasionally prolonged and irregular hours. Prolonged use of the computer, repetitive hand motions.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved:

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.