

<b>Job Title:</b>	HR Compensation Coordinator	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Compensation & Employment Compliance Manager	<b>Pay Grade:</b>	308
<b>Dept/School:</b>	Human Resources	<b>Date Revised:</b>	August 16, 2022

**Primary Purpose**

Collaborate with the Hiring and Compensation Team to coordinate projects, assignments, and various compensation day-to-day operations in accordance with district policy and procedures. Work under moderate supervision and perform moderately complex duties in support of the department. Tasks are diverse and require frequent use of individual analysis and judgement.

**Qualifications****Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Strong analytical, communication, public relations, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis and word processing
- Considerable knowledge of District organization, operations, and administrative procedures
- Ability to multitask numerous complex administrative activities
- Ability to work independently, organize and analyze information pertinent to the smooth operation of the district
- Knowledge/background of technology programs and software
- Proficient experience in data formulation, analysis, interpretation, related to the district compensation plan
- Ability to handle complex employment issues in a highly professional and expeditious manner
- Ability to interpret Federal, State, and Local rules and regulations related to Human Resources, Fair Labor Standards

**Experience**

Four (4) years experience in a related field

**Major Responsibilities and Duties**

1. Prepare correspondence, forms, manuals, reports, presentations, and other department documents.
2. Exercise judgment in planning and selecting appropriate methods or processes to accomplish work objectives.
3. Work under general or specific direction and perform assigned duties with considerable independence as to work methods and priority of assignment.
4. Assist in yearly audit process and in the entry of employee stipends.
5. Receive, research, and respond to customer inquiries concerning salaries in a highly professional and expeditious manner.
6. Assist compensation analysts with calculation and data entry of salaries, pay adjustments, stipends and experience verifications for payroll processing.
7. Assist and participate in District New Employee Orientation sessions.
8. Assist with salary surveys; analyze data and prepare reports as needed.
9. Assist in the annual compensation review process to include but not limited to maintenance of district pay schedules and extra performance schedules.
10. Work with HR staff and respective departments in the development and maintenance of the district's job description database.
11. Assist with scans, uploads, and maintain electronic records and tracking documentation for the compensation team.

12. Process the following reports: monthly personnel report for Texas new-hire report; Department of Labor monthly statistical report; and other reports as required for compliance.
13. Work collaboratively with Information Technology (IT) and Analytics, Strategy, Assessment (ASAP) and PEIMS to develop necessary reports for validating HR data.
14. Process employee data reports and work with the compensation analysts and hiring teams to update and correct data as needed for payroll processing.
15. Use the Human Resources Information Systems (HRIS ) module to process and/or approve various pay change actions such as position requests, athletic stipend changes and other personnel changes related to payroll processing.
16. Monitor data before and after annual rollover of data prior to initialization process, to include the creation of work calendars, work schedules.
17. Attend requested department and inter-department meetings.
18. Work collaboratively with the Business, Payroll, and Budget Departments, and initialize and monitor IT tickets to resolve any issues pertaining to employee assignments.
19. Work collaboratively with Compensation Team to continually improve and document procedures as they relate to processing of personnel data.
20. Work collaboratively with respective departments to ensure data is accurate for PEIMS reporting to include researching and correcting data to meet PEIMS' reporting deadlines.
21. Assist with setup and maintenance of roles/codes, position and role retitles.
22. Work collaboratively with HR staff with questions and concerns regarding the HRIS program as it pertains to the hiring process.
23. Work collaboratively with the Benefits Department to ensure the leave coding is accurate for employee assignments.
24. Assist in the setup and maintenance of HRIS business programs as they are implemented for HR processing.
25. Maintain confidentiality of personnel information.
26. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Standard office equipment including personal computer and peripherals

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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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: \_\_\_\_\_

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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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.