

JOB DESCRIPTION

Job Title	Manager Compensation and Employment Compliance	Job Title Code	160105
Reports to	Executive Director Employee Relations	Wage/Hour Status	Exempt
Dept/School	Human Resources	Pay Grade	107
		Date Revised	July 16, 2019

Primary Purpose

Manage the District's employment procedures to ensure legally sound and effective compensation management practices, to include managing employment contracts and job classification. Responsible for the development and implementation of wage and salary administration, training of employees on federal and state laws, District policies and regulations on labor and compensation practices.

Education/Certification

- Bachelor's degree in Business, Management, or related field

Special Knowledge/Skills

- Knowledge of general employment law to include wage and salary guidelines
- Strong public relations, organizational, communication and interpersonal skills
- Ability to use software and develop spreadsheets and perform data analysis
- Ability to interpret data and implement policy and procedures in accordance with state, local, and federal personnel regulations
- Ability to manage and evaluate personnel

Experience

- Three (3) years' experience in human resources management
- Three (3) years supervisory experience

Major Responsibilities and Duties

1. Coordinate, document, and implement procedures for administering District's pay practices that effectively implement policies adopted by the Board.
2. Develop and implement procedures to ensure placements for new hires and assignment changes are applied consistently.
3. Oversee exempt and non-exempt wages to ensure compliance with federal wage laws and District policies and procedures.
4. Oversee the maintenance of job description inventory and work with other HR staff and supervisors to ensure accurate job descriptions for all District positions.
5. Coordinate the annual compensation update process in accordance with Board approval and monitor adjustments to ensure accuracy.
6. Coordinate and implement the annual working calendars.
7. Coordinate, document and implement procedures for operations of the Human Resources department to include personnel data entry workflow.
8. Administer employment contracts and renewals on an annual basis, as required by Board policy.
9. Calculate salaries for new employees, including adjustments and supplemental pay.
10. Evaluate experience credit for new hires.
11. Review and respond to inquiries from District personnel regarding compensation/salary matters.

Analysis

12. Analyze and interpret data to determine competitiveness of District salaries; identify and recommend appropriate changes.

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13. Analyze compensation policies in relation to wage and hour regulations and recommend changes as appropriate.
14. Participate and collect data for department audits.
15. Participate and conduct surveys as needed.

Other

16. Work cooperatively with others and use management practices that promote collaborative decision-making among staff.
17. Coordinate efforts with various departments to develop reports for monitoring data.
18. Use judgment to interpret broad and relatively complex local, state, and federal personnel regulations.
19. Compile, maintain, and file related reports, records and other documents required.
20. Conduct surveys as needed to collect information.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Standard office equipment, including personal computer and peripheral.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. May work prolonged or irregular hours. Repetitive hand motions; prolonged use of the computer. Work with frequent interruptions.

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: _____

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Job Title: _____
Date: _____

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

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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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.