

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Classification and Compensation Specialist	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0531	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Associate Superintendent	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09

BASIC FUNCTION:

Coordinate and perform highly responsible professional, technical, and analytical position classification and compensation duties requiring independent judgment and analysis for the smooth and efficient operation of Human Resource Services. Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Organize, compile documents, and coordinate activities related to position classification and compensation, position description development, salary schedules, desktop publishing, applicant-tracking, office automation, data gathering, report preparation, special project assignments, and duties related to labor relations and negotiations. **E**

Prepare, manage, and conduct complicated, sensitive classification and compensation surveys/studies as appropriate for the district to maintain competitive wage and salary systems; compile and analyze survey/study results, review internal relationships, recommend salary structure changes based on studies and analyses; cooperate with other agencies and private firms by responding to survey inquiries. **E**

Prepare and transmit confidential and sensitive information relating to personnel and labor negotiations issues; prepare extensive, frequent, detailed, and accurate bargaining unit reports; prepare position descriptions, salary schedules, matrixes, and complex spreadsheets for negotiations sessions or grievances. **E**

Conduct desk audits of individual and/or group positions; travel to work sites to conduct desk audits; utilize personal interviews, supporting documentation, questionnaires, and existing position descriptions to analyze and validate facts related to job content, level, compensable factors, and relationships to other positions; prepare and submit desk audit report and recommendation for approval. **E**

Prepare a variety of district/department organization charts to communicate organizational structure and relationships; prepare flowcharts to outline and create visual images of Human Resource Services processes. **E**

Develop, write, revise, and maintain position descriptions to accurately describe job content; maintain and update classification/compensation databases and internal relationship matrix. **E**

Calculate salary schedules and stipend tables according to contract language, letters of agreement, past practice, and district standards; work closely with other departments to implement new and/or revised salary schedules and stipend tables; distribute and maintain salary schedules. **E**

Produce and design camera-ready documents for a variety of publications and other materials; prepare display and employment advertisements, create special effects or other visual images, and manipulate graphics and photos; develop and maintain electronic forms environment; scan graphics, signatures, and documents; develop, design, or revise brochures, forms, handbooks, manuals, presentations, and other documents. **E**

Work collaboratively with the electronic applicant-tracking vendor to ensure integrity of the on-line application process and system updates; assign security access codes to hiring managers and personnel staff as needed; troubleshoot issues related to the applicant-tracking system; provide statistical data regarding applicant-tracking usage. **E**

Conduct extensive research, analyze information, and compile statistics and other data regarding position classification, job analysis, external and internal equity, reclassification, and other matters for negotiation with employee organizations; research a variety of sources to provide reports including applicable legal provisions related to personnel and employee compensation. **E**

Research and analyze data utilizing computer database management programs; coordinate the collection and preparation of data through computer-generated reports required by district personnel, or state and federal agencies. **E**

Compose statistical and narrative reports independently; prepare computerized presentations (including graphic displays); and other documents as required. **E**

Prepare and store documents using standard office equipment and technology including computers, copiers, and electronic storage devices; utilize a scanner to capture documents, photographs, images, or art that can be incorporated directly into electronic page layouts for further manipulation using computer software; collaborate with Technology Services, and act as the department Internet/Intranet page master. **E**

Remain current and knowledgeable on new classification and compensation systems for public and private sectors, job analysis, and changes in technology/human resources issues. **E**

Participate in training programs and activities inside the district and with outside agencies to maintain current knowledge of personnel and employee compensation laws, court decisions, rules, regulations, and trends affecting both the private and public sector. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from multiple computer databases; coordinate, compile, and prepare Board of Education, Superintendent's Cabinet, or Closed Session Board items. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in personnel, public or business administration, or a related field, and six years of increasingly responsible personnel, labor relations, or classification/compensation experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding	60 Correct WPM
Word.....	95% Overall Score
Excel.....	95% Overall Score
PowerPoint	95% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methodologies used in the development and administration of classification and compensation plans.
Duties performed in a variety of occupational fields.
Fair Labor Standards Act compliance rules.
Functions of personnel and contract interpretation.
Sound personnel and employee compensation terminology, policies, practices, and procedures.
Methods and processes of statistical analysis and data reporting.
Multimedia applications, desktop publishing, inter-intranet web site, and forms design, etc.
Fair Employment and Equal Opportunity policies and regulations.
Operations, procedures, specific rules, and precedents of the department.
Presentation, communication, and public speaking skills.
Technical aspects of field of specialty.
Operation of a computer, related software, and standard office equipment.
Paperless applicant tracking and electronic filing systems.
Research methods and report writing techniques.
Bargaining unit reports, labor relations, and negotiations.
Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
District organization, operations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Conduct complex classification and compensation studies.
Apply job evaluation methodologies.
Make sound analyses and present in a clear and concise manner.
Evaluate and prepare reports on new techniques in compensation.
Utilize effective leadership skills that work well within a team setting.
Install and operate various computer technologies.
Conduct extensive Internet and Intranet research.
Operate a computer, related software, and standard office equipment.
Research, analyze, compile, and verify data, and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, and procedures related to classified and certificated employment and compensation.
Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
Exercise analytical and independent judgment.
Analyze situations accurately, and adopt an effective course of action.
Work confidentially with discretion, and complete work with many interruptions.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work in a team environment.
Compose correspondence and written materials independently.
Lift light objects according to safety regulations.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; extended viewing of computer monitor; reach overhead, above the shoulders and horizontally, or bend at the waist to retrieve files from cabinets and shelves; hear and speak to exchange information; see to monitor various activities and read documents; lift light objects.

SAMPLE HAZARD:

Contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.