



## DIRECTOR OF HUMAN RESOURCES, COMPENSATION

Classification: Classified/Director II

Location: District Office

Reports to: Assistant Superintendent of Human Resources

FLSA: Exempt

Employee Group: EASA

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

### **Part I: Position Summary**

Responsible for managing the human resources compensation, certification, and payroll operations of the District. As the District compensation director, is responsible for supervision, and oversight of all elements of employee compensation assignments, including payroll operations and payroll accounting functions of the district. Responsible for facilitating efficient and effective operation of the District's systems used related to facilitating employment and compensation processes. May assist in the development of confidential information that will be used in the negotiation process. May participate in negotiations when compensation related issues are being discussed and considered.

### **Part II: Supervision and Controls over the Work**

Works under the general supervision of the Assistant Superintendent of Human Resources. Work is controlled and/or guided by general accounting procedures, state statutes and administrative code, audit findings and recommendations, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s). The director of compensation is expected to exercise sound judgment, initiative, and effective decision making in managing and supervising combined operations.

### **Part III: Major Duties and Responsibilities**

1. **Supervision and Management:** Perform the full range of supervisory responsibilities over compensation and certification staff, the payroll supervisor, and the Systems Support Analyst for HR/PY support to include recruitment, screening, interviewing, selection, induction and orientation, training, evaluation, grievance handling and resolution, and, when necessary, addressing misconduct or performance issues. Manage the assigned functions to include establishing goals and objectives, setting expectations and priorities, assigning work, creating quality and internal controls, reviewing and approving work, and periodically assessing the overall effectiveness of the office.
2. **Compensation Administration:** Responsible for the effectiveness of assigned staff in processing all compensation assignments, payroll, and related transactions, maintenance of related data in the financial management system, and timeliness and accuracy of payroll processing. Oversee the full range of accounting and administrative functions necessary for employee compensation to include:



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- a. Making necessary entries and/or adjustments to employee records including, but not limited to, entering established salary schedules, salary placement, employee calendars, additional timecard hours, stipends, leave accruals and buybacks, retroactive adjustments, employee payoffs, and employee repayments.
  - b. Filing of all required state and federal reports related to District employment and compensation information. Maintains data and prepares reports and budget input as required by the district and the state and federal government. Reports may be complex (e.g., Washington State S-275) and require extreme accuracy to prevent a negative impact on programs and budgets.
  - c. Establishing reconciliation processes through reports or other tools to audit and maintain accurate recordkeeping.
  - d. Assisting staff in determining appropriate use of budget codes and authorizations.
  - e. Compliance with all state, federal, district and bargained parameters related to employee compensation.
  - f. Maintaining historical records and files in both electronic, microfiche, and/or paper form.
  - g. Preparing and transmitting reports as needed by district departments, unions, and other external entities.
  - h. Responding to auditor requests as needed.
3. **Systems:** Ensure effective operation by staff of software systems involved in the operation of compensation, to include software upgrades, and operational integration of software products. Interfaces with users to identify needed customized human resource processes and system applications to ensure efficient and effective compensation and certification operations. Assists the Operations Data Systems Coordinator and other staff with implementing project management plans and strategy to manage and implement system updates and changes.
  4. **Collective Bargaining:** May participate in planning and preparing for collective bargaining. As human resources administrator, may participate in discussion of bargaining issues, developing and preparing reports to support bargaining issues concerning pay, supplemental payments, etc. May participate at the bargaining table when issues are addressed that have or depend on payroll knowledge and operations (e.g., dues withholding, method of supplemental payment, TSA administration, retroactive actions, overtime calculations and procedures, etc.)

Performs other duties as assigned.

### **Part IV: Minimum Qualifications**

1. Must have successful experience in working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.



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2. Associate's degree in business, accounting, human resources, or related field, or minimum of five (5) years of experience in a combination of payroll/human resources operations and systems development.
3. Additional education and/or experience may be substituted on a year for year basis.
4. Knowledge of financial data management program software and financial and human resource system applications.
5. Technology and programming skills essential to maintaining District systems.
6. Knowledge of general accounting, payroll, and employment procedures and relevant federal laws and state statutes.
7. Skill in oral and written communication.
8. Strong analytical and mathematics ability.
9. Ability to establish and maintain effective working relationships with staff and outside agency personnel.

### **Part V: Desired Qualifications**

1. Bachelor's degree in business, accounting, human resources, computer science, or related field.
2. Prior management experience of payroll, human resources or accounting functions.
3. Prior experience with technology applications and systems specific to the District.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Required to work with computer terminals for extended periods of time.