Compensation and Reporting Manager

Job Overview

The job of Compensation and Reporting Manager was established for the purpose/s of performing compensation research and analyzing salary and pay data for the District. This position will also assist the Human Resources division with internal and external reporting and data analysis needs.

This job reports to the Assistant Director of Human Resources.

Job Functions

- Evaluates positions, determining classification, exempt or non-exempt status, and salary. Performs job analyses as requested.
- Develops, in consultation with other key staff, compensation/salary tables and job descriptions.
- Provides advice on the resolution of classification and salary complaints.
- Performs market analysis on new/current positions and makes salary recommendation. Communicates with other districts regarding positions, placement, and comparisons.
- Assists HR teams with various reporting and data analysis needs (e.g., Annual salary increase calculations; Office of Civil Rights reporting; Bureau of Labor Statistics reporting; tenure eligibility; rehire/non-rehire eligibility; incentive eligibility; teacher licensure status reporting; teacher staffing and experience/salary state reporting, etc.).
- Collects, compiles, and analyzes data; prepares reports and spreadsheets for others; develops conclusions for the purpose of providing accurate support for both formal and ad hoc presentations, papers, and discussions.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Assists with monitoring budget allocations and expenditures for the purpose of ensuring that compensation tables are accurate and expenses are within budget limits.
- Audits monthly personnel actions to ensure that errors are kept to a minimum and that correct account numbers are used.
- Assists in performing various audits to maintain HR data integrity.
- Assists with importing and exporting of HR records within the HRIS system to ensure data accuracy.
- Acquires and aggregates data from multiple sources; clean and restructure data as needed. Creates detailed and clear metric reports by criteria of interest.
- Implements technically advanced, automated, and sustainable solutions to reporting and metrics requests.
- Identifies opportunities in data to inform HR and/or the District of the health of the Districts and trends that can be impacted by action.
- Communicates with District staff and external customers to perform surveys when necessary.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a standard office environment and in a generally clean and healthy environment.

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience in compensation and/or data reporting/analysis.
Minimum education: Bachelor's degree in related field.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:
- Knowledge of human resources laws and regulations, and how they translate to compensation best practices.
- Knowledge of data modeling; must be comfortable auditing and manipulating data to generate accurate reports.
- Intermediate knowledge of Excel (formulas, data visualization, formatting, navigation, filtering plus pivot tables, conditional formatting, v-lookups, nested conditional formulas).
- Problem-solving ability.
- Ability to work independently and in teams.
- Demonstrated ability to extract, transform, and integrate data from multiple sources.
- Strong analytical skills.
- Quantitative background/experience preferred; high degree of numeracy (computation, estimation, interpretation).
- Experience with report development and database management tools preferred.
- Ability to make judgements and decisions on confidential matters, and plan and manage complex administrative systems and practices.
- Detail-oriented, ability to focus on a repetitive task for long periods of time.

Required Testing: None Specified
Continuing Education/Training: None Specified
Required Certificates and/or Licenses: None Specified
Clearances: Criminal Justice Fingerprint/Background Clearance
FLSA Status: Exempt
Employee Type: Classified

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