

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6397
Pay Grade: C02

FLSA: Exempt

COMPENSATION ANALYST

MAJOR FUNCTION:

Performs responsible, specialized professional work in activities related but not limited to compensation administration, salary surveys, position audits, records, changes in employee status and other special projects and studies.

DUTIES AND RESPONSIBILITIES:

- Assists with the research, design, modeling and implementation of salary and bonus plans that comply with federal and state requirements and initiatives supported by grants
- Assists with reorganization modeling and "what if" scenarios
- Provides back-up to Specialized Hiring team
- Consults with management on the creation or modification of job descriptions including obtaining cabinet and Board approval
- Provides insight on salary proposals in relation to internal and external equity
- Plans and performs position audits under existing procedures for non-exempt positions
- Prepares reports on findings of position audits which may include salary survey information internal job comparison, and cost estimates and recommends appropriate action
- Obtains necessary acknowledgments from management and Board approval as required to complete audits and special studies, which may include formal presentations to groups of employees or management
- Analyzes work operations through the audit process and writes and/or revises position descriptions to also include Americans with Disabilities (ADA) physical job requirements
- Audits personnel transactions pertaining to changes in job classification, compensation or other related changes to monitor compliance with existing policies and procedures as required
- Conducts and participates in compensation and benefit surveys with other school districts, government agencies, and private organizations
- Participates in the gathering and compiling of information for use in the collaborative bargaining process with union organizations
- Participates in activities relating to Fair Labor Standards Act (FLSA) compliance issues
- Reviews and checks Contracted Services (CSE) paperwork to insure accuracy and compliance
- Prepares salary histories as requested
- Responsible for contribution to department goals
- May participate in activities related to reorganizations
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Personnel Management or Business Administration or related field, plus one year of related experience in performing position audits and salary surveys or the equivalent combination of education, training and experience.

ISSUED: 8/84 RW; BOARD APPROVED: 9/12/84; REVISED: 8/97 BMP (MF & D & R ONLY); REVISED: D&R RAS 12/10

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

COMPENSATION ANALYST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Compensation Analyst – PTS