

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6438  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>SENIOR COMPENSATION ANALYST</b>
<b>REPORTS TO:</b> Chief Human Resources Officer
<b>SUPERVISES:</b> Compensation Analyst Support Staff
<b>QUALIFICATIONS:</b> Bachelor's degree in Personnel Management, Business Administration or a related field, plus five (5) years' experience in areas related to salary administration within a large organization performing most of the above-mentioned duties and responsibilities. A year of related experience may be substituted for each year of the educational requirement stated above with a certification in the area of compensation.
<b>MAJOR FUNCTION</b>
Performs responsible, advanced, highly 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. Advises and assists in the development of a fair and competitive wage and salary program.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Conducts and participates in compensation and benefit surveys with other school districts, government agencies, and private organizations. Designs salary surveys and analyzes input.</li> <li>• Coordinates the annual salary increase process.</li> <li>• Plans and performs position audits under existing procedures for exempt and non-exempt positions.</li> <li>• Prepares reports on findings of position audits which may include salary survey information, internal job comparison, and cost estimates and recommends appropriate action.</li> <li>• 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.</li> <li>• Prepares recommendations to the board for items related to compensation.</li> <li>• Analyzes work operations through the audit process and writes and/or revises position descriptions to also include Americans with Disabilities (ADA) physical job requirements.</li> <li>• Works with management on department reorganizations, revising or creating job descriptions and recommending new jobs and pay grades.</li> <li>• Audits personnel transactions pertaining to changes in job classification, compensation or other related changes to monitor compliance with existing policies and procedures.</li> <li>• Participates in the collaborative bargaining process with union organizations. Gathers and compiles information for use in negotiations.</li> <li>• Participates in the development of salary procedures, salary schedules and union contract language.</li> <li>• Determines cost estimates as they relate to wage and salary matters.</li> <li>• Recommends policies and procedures as requested related to Compensation and Human Resources issues.</li> <li>• Participates in activities relating to Fair Labor Standards Act (FLSA) compliance issues.</li> <li>• Reviews and checks contracted services (CSE) paperwork to ensure accuracy and compliance; handles more complex, unusual CSE matters as required.</li> <li>• Prepares salary histories as requested.</li> <li>• Responsible for contribution to department goals.</li> <li>• Supervises, evaluates and trains assisting personnel.</li> <li>• Updates, oversees and coordinates the production of the annual Compensation Manual and Organizational Charts.</li> <li>• Provides data in resolving back pay issues.</li> <li>• Assigns state, federal, EEO and other job codes to new or existing jobs.</li> <li>• Provides proper classification of requested new positions to Budget Department for annual budgeting process.</li> <li>• Performs other related duties as assigned.</li> </ul>

## SENIOR COMPENSATION ANALYST

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*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.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 10/96 BMP; BOARD APPROVED: 10/22/96; REVISED: 8/97 BMP MF & D & R ONLY; REVISED MF, D&R: 1/08 AK; REVISED: MQ 5/6/23, PT; BOARD APPROVED: 05/22/23

## SENIOR COMPENSATION ANALYST

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seeldom 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 computer to enter and transform words or data					X
21. Using various technology tools					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				

Senior Compensation Analyst - PTS