



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Class and Compensation Manager
Reports to:	Chief of HR or Director of HR Operations
Job #:	0220
Payroll/Personnel Type:	12 Month
Shift Length:	8-hour day
Union Eligibility:	Not eligible

Position Summary:

The Class and Compensation Manager is responsible for managing the compensation function for the district. The Class and Compensation Manager plans, develops and implements new and revised compensation programs, policies and procedures to align with the district's goals and competitive practices. This position is also responsible for ensuring that compensation programs are consistently administered in compliance with internal policies and government regulations.

Essential Functions:

- Manages the development, implementation and administration of compensation programs
- Monitors the effectiveness of existing compensation practices and recommends changes that are cost-effective and consistent with compensation trends and district initiatives
- Creates a management plan to ensure offers are both based on market rate and have internal equity
- Designs or develops an internal system that will allow for frequent updates and accountability measures
- Evaluate positions within the district to determine proper market value
- Conducts salary surveys and statistical analysis to determine market value for each job
- Provides advice to district leadership on pay decisions, policy interpretations, and job evaluations
- Designs creative solutions to specific compensation-related programs and incentive plans
- Develops techniques for compiling, preparing and presenting data
- Oversees the participation in salary surveys and monitors salary survey data to ensure corporate compensation objectives are achieved
- Revise and create a salary scheduled that is aligned with market value for all jobs
- Ensures compliance with federal, state and local compensation laws and regulations
- Researches, reviews and maintains job descriptions for each position in the organization; ensures descriptions accurately reflect the work being performed by incumbents
- Assesses jobs and their respective duties to determine classification as exempt or nonexempt and appropriate salary range
- Benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position
- Prepares and maintains job classifications and salary scales
- Prepares and presents summary reports of job analysis and compensation analysis information
- Gathers data from market-based compensation surveys; uses spreadsheet and data analysis techniques to assess results and market trends
- Evaluates and implements job analysis instruments and materials
- Conducts data and cost analyses to be used in employee negotiations and collective bargaining agreements
- Performs other duties as assigned



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Knowledge, Skills, and Abilities:

- Knowledge of all federal, state, and local regulations and compliance requirements related to employee compensation
- Knowledge of laws and regulations as they apply to base compensation and incentive compensation programs, company policies, and operations
- Strong analytical skills and ability to interpret and communicate data
- Computer proficiency and technical aptitude with the ability to use Microsoft products, including Excel
- Strong leadership and team management skills
- Excellent time management skills and ability to plan and set priorities
- Excellent verbal and written communication skills
- Strong interpersonal skills in dealing with district leadership

Experience:

- Three to five years of progressively responsible experience in employee compensation (required)
- At least one year of experience managing subordinates (required)

Education:

- Bachelor's degree or equivalent in Human Resources, Finance, Business Administration, or related field (required)
- Master's degree (preferred)
- SHRM-CP or SHRM-SCP (preferred)
- Certified compensation professional credentials (preferred)

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Ability to work at a computer for lengthy periods of time
- Light Work usually requires sitting, walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.