



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6397
Pay Grade: E01

FLSA: Exempt
PTS

COMPENSATION ANALYST
REPORTS TO: Senior Compensation Analyst
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university and one (1) year of related experience or an associate's degree from an accredited college or university and three (3) years of related experience, including experience in performing position audits and salary surveys. A year of related experience may be substituted for each year of the educational requirement stated above.
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.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • 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. • Manages the program coordination, communication and auditing of all PCSB supplements including maintaining supplement records. • Tracks and prepares analysis of supplement overpayments; makes recommendations on improving supplement submissions and processing. • Participates in the annual salary increase process. • Analyzes work operations through the audit process and creates or revises position descriptions to also include Americans with Disabilities (ADA) physical job requirements. • Assists with reorganization modeling and "what if" scenarios. • Assists with position audits under existing procedures for non-exempt positions. • Obtains necessary acknowledgments from management and board approval as required to assist in the completion of audits and special studies, which may include formal presentations to groups of employees or management. • Prepares reports on findings of position audits which may include salary survey information, internal job comparison, and cost estimates. • Audits personnel transactions pertaining to changes in job classification, compensation or other related changes to monitor compliance with existing policies and procedures as required. • Verifies and provides compensation information with other school districts, government agencies, and private organizations. • Participates and assists in the gathering and compiling of information for use in the collaborative bargaining process with union organizations. • Participates in activities relating to the Fair Labor Standards ACT (FLSA) compliance. • Inputs, updates and maintains compensation control panels. • Provides support in calculating salary and assists in preparing salary histories as requested. • Maintains and updates changes to the Compensation Manual. • Maintains compensation reports and records. • Provides support in calculating salary and assists in preparing salary histories as requested.

COMPENSATION ANALYST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• May participate in activities related to reorganizations.• Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 8/84 RW; BOARD APPROVED: 9/12/84; REVISED: 8/97 BMP (MF & D & R ONLY); REVISED: D&R RAS 12/10; REVISED: D&R 6/14 CH, REVISED: PG, MQ, ER, 2/27/19 LM; BOARD APPROVED: 04/23/19

COMPENSATION ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	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 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		

Compensation Analyst - PTS