

DIRECTOR, COMPENSATION

Rev. November 2025

Job No.: 2707

Reports to: Chief Human Resources Officer

Dept./Campus: Human Resources

FLSA Status: Exempt

Pay Grade: 207

Term: 226 days

PRIMARY PURPOSE

To direct the daily operations of employee compensation and position management.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Conduct compensation reviews and analysis of positions across departments and salary schedules to analyze district pay equity, develop strategic compensation models, and craft implementation plans.
- Oversee the development, implementation, and maintenance of the district's compensation systems to ensure market competitiveness, enhance employee retention, and recruitment; ensure compliance with federal wage and overtime laws; update district compensation plan and salary schedules as needed.
- Approve revisions to titles, job descriptions, and classification of positions in the district's compensation plan.
- Provide cost identification of staffing allocations for budget preparation.
- Conduct or oversee comprehensive salary studies and cost analysis of salary and wage adjustments for the budgeting process.
- Prepare compensation and budget-related reports for management; present to Board and Executive Team on strategic compensation programs and recommendations.
- Provide assistance on compensation and salary administration matters and prepare correspondence as appropriate.
- Assist in salary administration programs, reviewing changes of wages and salaries.
- Calculate compensation for prospective employees.
- Ensure job evaluation process is consistent with compensation strategy, policy, and practices while balancing management needs.
- Assist in reviewing and analyzing qualifications for new hires and employees recommended for internal transfers or promotions and complete formal salary recommendations, applying compensation policies consistently.
- Participate in salary surveys and analyze data from survey sources to determine competitiveness both internally and externally.
- Maintain updated database of all job descriptions for existing positions and create new ones for new positions.

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- Ensure compliance with Fair Labor Standards Act (FLSA) and other federal and state regulations. Perform FLSA audits.
- Research, compile, and present information regarding current and historical compensation actions and strategies.
- Maintain listing of approved positions including assigned salary grade levels, job codes, salary ranges, etc.
- Conduct research on emerging compensation/legal compliance issues.
- Develop and/or update compensation communication and training materials and tools.
- Work to ensure that the HR systems meet compensation needs and are updated to reflect changes to salary structures, bonus programs, etc.
- Assist HR team with compensation-related issues.
- Collect, monitor, compile, and report agency human resources data.
- Conduct statistical analysis and special research projects.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise ERP Analyst and other HR staff, as assigned.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in human resources, business, math, or related field required.
- CCP designation strongly preferred.
- Progressively responsible experience in compensation and position management-related work.

Knowledge/Skills/Abilities:

- Knowledge of acceptable human resource methods and practices; human resource budgeting principles and practices; federal and state labor standards, guidelines, and regulations; wage and salary administration; acceptable supervisory practices; TEA, TASB, and related Texas rules, regulations, etc.; Skill in word processing, spreadsheet, database, and file maintenance; organization; implementing communication and collaboration between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction; researching and analyzing data and reports; and making oral and written presentations.
- Ability to communicate effectively; maintain composure and professionalism at all times; manage multiple priorities and projects; analyze, interpret, and manipulate data and convert to graphs and charts; use computer and application software; manage staff and budgets; implement policy and procedures; and interpret and present data.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to make information presentations, inside and outside the organization.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.