



Job Description

Position Title:	Part-Time Compensation Analyst
Job Title:	Part Time Compensation Analyst
Function:	Human Capital Management
Family:	Compensation

Reports to:	Senior Compensation Analyst	Pay Grade:	\$18.00
Terms of Employment:	<ul style="list-style-type: none">Based on assignment as defined on pages 18-19 in SAISD Compensation Manual.Part-Time work schedule will not exceed twenty-five (25) hours per week.	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded.		

Job Scope

Performs routine work and applies minimal independent judgement and familiarity of the field to perform work. Adheres closely to established policies and procedures to complete tasks. May be responsible for administration of low complexity departmental programs.

Position Summary

The Compensation Analyst is responsible for researching job requirements and evaluating job positions at multiple levels to ensure the district is competitive in the areas of salaries and employee benefits. This includes job salary quotes, job surveys, market pricing, market surveys, creation and revamping of job descriptions, progression matrices, reclassification process, competitive research data and other related duties for the position.

Essential Functions / Key Responsibilities

1. Assists department managers to ensure that compensation programs, processes, and competitive pay benchmarks are understood and aligned with the business strategy.
2. Participates in evaluating the compensation programs by participating in surveys and collecting and analyzing statistical data from internal and external market sources.
3. Provides administrative support to the Director and the Compensation Team as needed.
4. Contributes to the job evaluations process.
5. Assists with implementing the re-classification process, processing requests, and making initial salary recommendations under close supervision. Formulates recommendations regarding salary ranges, incentive/supplemental structures, and development of district salary structures.
6. Collaborates with managers and Talent Partners on individual hiring or promotion rates based on candidate or employee pay history, external market data, internal comparisons and district practices & guidelines.
7. Participates in the contract administration process to include collection of recommendations and distribution.
8. Works with spreadsheet models for financial analysis to determine the impact of compensation plan design changes, new plan proposals, living wage and general pay increases.
9. Runs, compiles, analyzes basic compensation data elements, develops reports and documentation as needed.



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10. Assists with budget analysis and recommendations, modeling results, and setting up compensation support tools.
11. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- Up to 2-5 years progressive experience in compensation.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Qualifications

- Master's Degree from an accredited college or university.
- 2+ years progressive experience in related field.
- Certified Compensation Professional, Professional or Senior Professional in Human Resources.

Knowledge, Skills & Abilities

- Knowledge of State and Federal regulations applicable to public school districts.
- Knowledge of employment contracts, campus unit allocations.
- Knowledge of HR systems, preferably Frontline.
- Demonstrated oral and written communication skills.
- Microsoft Excel skills (modeling capabilities).
- Ability to solve problems, think critically, and manage conflicts.
- Knowledge of business tools and software (Microsoft Office Suite, Outlook 365, Word, Excel, and SharePoint management).

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.



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Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name:

Date:

Employee Signature: