

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PROGRAM ADMINISTRATOR II – HR OPERATIONS/COMPENSATION HUMAN RESOURCES DIVISION**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs analytical and administrative duties in coordinating and guiding programs and studies pertaining to the development and maintenance of the compensation and position control systems for the school district. In the area of compensation, work involves collecting and analyzing labor market data, job descriptions, statistical and other data; assisting in development of rules and policies for application to personnel programs; and presenting information to staff or leadership to propose, explain, or discuss the development or implementation of personnel programs. Work also involves providing leadership in the administration of longevity and coordinating the resolution of audit exceptions caused by human resource related issues. Employee provides input with respect to other personnel related issues such as status of positions (Exempt vs. Non-Exempt), and serves as salary administrator for the District administering salary placements and movements. In the area of Human Resource Operations, the employee is directly involved with position control and allotments which includes creating and or changing positions in the HR system, working with principals and other leaders in the district to make adjustments within their allotments, and working with finance staff to ensure positions are assigned to appropriate budget codes. Employee will also work closely with the Benefits Office to assist in the development, implementation and coordination of Affordable Care Act (ACA) reporting. Employee must exercise considerable independent judgment and initiative in obtaining appropriate information and developing classification recommendations. Reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Coordinates and participates in the development, implementation, and maintenance of the compensation/classification plan for the school system.

Provides instruction to applicable parties with respect to having jobs/positions reviewed for proper classification and salary grade assignment.

Provides instruction to applicable parties with respect to the forms and procedures used in documenting the duties and responsibilities of new or restructured jobs/positions.

Consults with employees, supervisors, directors, and other applicable parties to obtain job content and other related data to ensure proper development of job descriptions.

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Develops or updates job descriptions to ensure that all jobs are properly documented with respect to duties, responsibilities and other job-related factors.

Maintains a current library of job descriptions for all positions in the school system.

Collects data for salary surveys to insure that salary ranges are competitive with those paid in the competitive labor market.

Researches applicable sections of the Fair Labor Standards Act (FLSA) and makes recommendations with respect to the FLSA status of positions (exempt vs. non-exempt).

Serves as salary administrator for the District and administers salary placement for personnel (both certified and classified).

Reviews state salary schedules annually to ensure non-instructional employees are compensated at or above established minimum salary rates for their respective positions.

Provides assistance to ensure eligible staff receives monthly incentives if applicable.

Monitors employee salary comparisons between Human Resources and Payroll and corrects all discrepancies.

Coordinates the resolution of salary audit exceptions caused by Human Resources related issues.

Provides oversight and leadership in the administration of longevity for the school district.

Participates in position control and allotments which includes creating and or changing positions in the HR system, working with principals and other leaders in the district to make adjustments within their allotments, and working with finance staff to ensure positions are assigned to appropriate budget codes.

Responds to inquiries and prepares correspondence and other informational materials as necessary.

Participates in strategic planning for human resource functions and services; recommends goals and objectives and oversees and/or participates in the development and implementation of human resources policies and procedures.

Interacts with a diverse population of staff and customers of diverse backgrounds, learning styles and socio economic and ethnic backgrounds

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Coordinates special projects and studies as assigned by supervisor, performing necessary research to gather and analyze data, and preparing and submitting reports and recommendations in accordance with outlined goals and objectives.

Supports the Benefits Office by participating in the development, implementation, and coordination of ACA reporting.

### **ADDITIONAL JOB FUNCTIONS**

Provides user support for various Human Resource technology applications.

Provides input and recommendations on various personnel related issues.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in personnel administration, business administration, or a related field, and 6 to 9 years of experience in personnel management or analysis, preferably in a public schools system; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, copiers, calculators, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, manuals, studies, etc. Requires the ability to prepare correspondence, reports, forms, research papers, statistical analysis, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

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**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including personnel terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles of human resources management.

Considerable knowledge of the current legislature, literature, trends, methods and developments in the area of human resources management.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of Microsoft Office Suite.

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Considerable knowledge of labor market dynamics and appropriate methods for gathering salary survey data.

Considerable knowledge of human resource management systems and appropriate uses of it.

Considerable knowledge of teacher licensure and how it affects salary placement.

General knowledge of the principles of organization and administration.

Skill in gathering and appropriately evaluating job-related information.

Ability to collect and analyze statistical and other employment tracking data.

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them.

Ability to evaluate existing programs and make recommendations for improvement.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.