

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****COMPENSATION AND COMPLIANCE SPECIALIST**

SALARY SCHEDULE: SSP-12X

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:

- Bachelor degree in Human Resources, Business Administration or related field preferred; High school diploma or equivalent required.
- Certification in Human Resources (PHR, SPHR, SHRM-CP, SHRM-SCP), CCP, or other compensation or compliance certification highly preferred.
- Minimum of three (3) years experience in Salary Administration, Compensation, or Compliance required, or equivalent combination of education and experience.
- Strong oral and written communication skills.
- Strong analytical skills and attention to detail.
- Ability to work under stress and meet pressing deadlines.
- Ability to manage multiple tasks and prioritize effectively.
- Proficiency in Microsoft Office Suite and other relevant software.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of compensation design strategies, applications, and principles, ability to analyze data as it relates to market analysis for jobs and demand of specific skills in the workforce.
- Ability to create, modify and print reports.
- Ability to organize and prioritize activities.
- Ability to interact effectively with employees, management, and HR teams.
- Ability to maintain confidentiality.
- Strong problem-solving skills and ability to organize and work independently with speed and accuracy. Ability to provide consultation and advice to employees and management regarding compensation and compliance matters.

REPORTS TO:

Director, Employee Relations

JOB OBJECTIVE:

The Compensation and Compliance Specialist is responsible for developing, implementing, and managing compensation programs and ensuring compliance with all legal and regulatory requirements. This role involves conducting job analysis, performing market benchmarking, and collaborating with HR and management to create competitive and equitable compensation packages. The HR Compliance Specialist will monitor and enforce compliance, manage audits, provide guidance on employment laws, and assist in the development of compliance-related training and procedures.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Conduct job analysis and evaluations to determine classifications and salary structures.
- Perform market benchmarking and salary surveys and analyze to ensure external competitiveness and internal equity.
- Collaborate to develop pay structures and compensation programs that align with the company's strategic objectives.

COMPENSATION AND COMPLIANCE SPECIALIST (Continued)

- Provide training and support to HR and management on compensation-related matters.
- Maintain accurate records and documentation related to compensation programs.
- Regularly monitor and ensure adherence to all applicable federal, state, and local labor laws, regulations, and industry standards (e.g., FLSA, FMLA, ADA, EEOC, OSHA, etc.).
- Conduct regular audits of HR processes to ensure compliance with company policies and legal requirements.
- Develop and implement procedures for tracking key compliance metrics, ensuring that all compliance deadlines are met and records are easily accessible.
- Serve as a subject matter expert (SME) on employment law compliance requirements.
- Stay current with changes in employment laws and provide recommendations to maintain compliance.
- Exhibit support for the District's vision, mission, goals and priorities.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff and vendors.
- Participate in workshops and training sessions as required.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Follow all School board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Sustained focus and attention to detail for extended periods of time.
- Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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 those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11