



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Compensation and Benefits Manager

Reports to: Director of Compensation and Benefits
Department: Human Resources
Compensation: BL 9
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: June 7, 2011

Position Summary: Responsible for all administrative changes, state personnel reports, and advanced degree changes for teachers. Responsible for the implementation and user maintenance of the Munis human resource software system. Responsible to update and maintain all teacher rate tables in the HRIS. Maintain data integrity in the HRIS system for benefits information.

Qualifications/Job Requirements:

Education:

- Bachelor's degree in business or closely related field

Specialized Knowledge, Licenses, etc:

Experience:

- 2 years supervisory required
- Prefer medical insurance program, flexible benefit plan and salary administration experience.

Specific Training/Skills:

- Personal computer literate
- Knowledge of computer spreadsheet and database programs necessary

Physical Requirements (If Applicable):

Other:

- Strong interpersonal skills
- Self-motivated
- Effective oral and written communication skills highly desired

Scope of Authority (If Applicable):

- Supervision of 6-10 employees

Customer Contacts (Internal and External):

- **Internal:** ESC staff; current employees
- **External:** Former employees, State of Oklahoma School Personnel Division and Insurance Group Board member service division, participating vendors in Tulsa Public Schools benefit plans and District consultants.

Duties and Responsibilities:

- Supervise the day-to-day activities of Benefits department.

- Responsible for updating and maintaining all teacher rate tables in the HRIS.
- Responsible for maintain data integrity in the HRIS system for benefits information.
- Facilitator for IT User group for Human Resources.
- Report information and priorities discussed in group meeting to ITD Steering Committee representative.
- Responsible for all state reports: Support, Certified and Administrative.
- Responsible for the oversight of compliance with state minimum rate schedules for teachers.
- Responsible for monthly reconciliation of Insurance billing.
- Monitor state reports and the mailing of them in a timely manner.
- Assist Director in compiling District Compensation Manual and the maintenance thereof.
- Assist Director in research and compilation of salary surveys including:
 - Establish benchmark positions
 - Obtaining position descriptions
 - Establish list of businesses to target
 - Oversee the follow up of the surveys that were sent
 - Work with Compensation Analyst in the analysis of the survey results
- Become familiar with job matching, job analysis, and job categorization.
- Responsible for the completion of tasks and appropriate deadlines as requested by Director of Compensation & Benefits and the Chief Human Resources Officer.
- Facilitate the Benefits Focus Groups.
- Write up suggestions given by Focus Groups and submit to Director of Compensation and Benefits and Chief Human Resources Officer
- Present programs necessary in management training when needed.
- Organize vendor fairs when necessary for insurance and annuity providers.
- Organize and implement open enrollment each year for Health Insurance.
- Organize and implement enrollment of section 125 plan annually.
- Keep up-to-date on all COBRA, HIPPA, FMLA regulations and all other state and federal laws dealing with benefits.
- Coordinate and Oversee special assignment programs.
- Responsible for calculation of all certified and administrative salaries.
- Assist Director and /or Chief Human Resources Officer in any other projects as requested.