



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Compensation and Benefits

Reports to: Chief Human Resource Officer
Department: Human Resources
Compensation: BL 12
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Responsible for the compensation programs, benefits programs and the human resource information system (HRIS).

Qualifications/Job Requirements:

Education: Master's Degree in Education, Human Resources or related field

Specialized Knowledge, Licenses, etc:

- Knowledge of policy and procedures of non-exempt employee as relates to Federal statutes and regulations

Experience:

- Minimum of five years Human Resources management experience
- Experience in training and professional development of management and support staff
- Accounting or Compensation experience preferred

Other:

- Computer experience (HRIS, Excel, Word) necessary

Scope of Authority (If Applicable):

- Supervises 6-8 employees
- Budget in excess of \$3,000.000

Customer Contacts (Internal and External):

- **Internal:** Internal staff, administration
- **External:** Applicants, recruiters, vendors, State Department of Education, State Insurance Board

Duties and Responsibilities:

- Review and insure compliance with District policy on all Administrator and Professional Services requests for hire.
- Insures compliance with District policy on all salary offers for Administrators and Professional Services employees.
- Set up and oversee the collection and compilation of all salary surveys. (internal and external)
- Computer troubleshooting for all computer hardware issues in the Human Resources Department as well as the computer software for the HRIS system, Scanning, and Substitute Calling Program.
- Member of District IT Steering Committee.
- Responsible for compilation of Compensation Manual
- Research and establish new salary programs for the District.
- Monitor budget for the Compensation and Benefits Office.
- Monitor data integrity in HRIS system as well as the monitoring all salaries for the District.
- Member of Board Negotiating Team for support personnel.
- Responsible for District Staffing Committee.
- Update and maintain all salary rate tables in the HRIS system.
- Oversee State Personnel Reports and the timeliness of their completion.
- Supervise and evaluate Compensation and Benefits staff.
- Responsible for Insurance billing reconciliation.

- Review and respond to all unresolved benefit and salary issues.
- Communicate with the State Insurance Board, State Department of Education and the District's Insurance consultants regarding unresolved issues, state reporting requirements and the oversight of all benefit's programs for the District.
- Conduct Management Training seminars.
- Responsible for maintaining compliance in areas of salary/FLSA/wage & hour and benefits issues.
- Assists the Chief Human Resource Officer in any projects as requested.