

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Classification and Compensation Specialist	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0531	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 63 Salary Schedule F
REPORTS TO:	Associate Superintendent	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09

BASIC FUNCTION:

Coordinate and perform highly responsible professional, technical, and analytical position classification and compensation duties requiring independent judgment and analysis for the smooth and efficient operation of Human Resource Services. Prepare extensive, frequent, detailed, and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Organize, compile documents, and coordinate activities related to position classification and compensation, position description development, salary schedules, desktop publishing, applicant-tracking, office automation, data gathering, report preparation, special project assignments, and duties related to labor relations and negotiations. **E**

Prepare, manage, and conduct complicated, sensitive classification and compensation surveys/studies as appropriate for the district to maintain competitive wage and salary systems; compile and analyze survey/study results, review internal relationships, recommend salary structure changes based on studies and analyses; cooperate with other agencies and private firms by responding to survey inquiries. **E**

Prepare and transmit confidential and sensitive information relating to personnel and labor negotiations issues; prepare extensive, frequent, detailed, and accurate bargaining unit reports; prepare position descriptions, salary schedules, matrixes, and complex spreadsheets for negotiations sessions or grievances. **E**

Conduct desk audits of individual and/or group positions; travel to work sites to conduct desk audits; utilize personal interviews, supporting documentation, questionnaires, and existing position descriptions to analyze and validate facts related to job content, level, compensable factors, and relationships to other positions; prepare and submit desk audit report and recommendation for approval. **E**

Prepare a variety of district/department organization charts to communicate organizational structure and relationships; prepare flowcharts to outline and create visual images of Human Resource Services processes. **E**

Develop, write, revise, and maintain position descriptions to accurately describe job content; maintain and update classification/compensation databases and internal relationship matrix. **E**

Calculate salary schedules and stipend tables according to contract language, letters of agreement, past practice, and district standards; work closely with other departments to implement new and/or revised salary schedules and stipend tables; distribute and maintain salary schedules. **E**

Produce and design camera-ready documents for a variety of publications and other materials; prepare display and employment advertisements, create special effects or other visual images, and manipulate graphics and photos; develop and maintain electronic forms environment; scan graphics, signatures, and documents; develop, design, or revise brochures, forms, handbooks, manuals, presentations, and other documents. **E**

Work collaboratively with the electronic applicant-tracking vendor to ensure integrity of the on-line application process and system updates; assign security access codes to hiring managers and personnel staff as needed; troubleshoot issues related to the applicant-tracking system; provide statistical data regarding applicant-tracking usage. **E**

Conduct extensive research, analyze information, and compile statistics and other data regarding position classification, job analysis, external and internal equity, reclassification, and other matters for negotiation with employee organizations; research a variety of sources to provide reports including applicable legal provisions related to personnel and employee compensation. **E**

Research and analyze data utilizing computer database management programs; coordinate the collection and preparation of data through computer-generated reports required by district personnel, or state and federal agencies. **E**

Compose statistical and narrative reports independently;

KNOWLEDGE AND ABILITIES:

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; extended viewing of computer monitor; reach overhead, above the shoulders and horizontally, or bend at the waist to retrieve files from cabinets and shelves; hear and speak to exchange information; see to monitor various activities and read documents; lift light objects.

SAMPLE HAZARD:

Contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.