

## **SAN JOSE UNIFIED SCHOOL DISTRICT**

I. **Title** Compensation Specialist

II. **Definition**

Under direction, perform complex financial work in connection with the preparation of District compensation for certificated and classified employees; and do related work (consistent with the job description).

III. **Examples of Duties**

Maintain and enter data through the use of computer terminals; organizes, supervises, and maintains compensation records for classified and certificated employees; reviews, extends, balances, codes, summarizes, changes, and compiles data for monthly and variable payrolls; maintains office records which show compensation and human resource records; establishes compensation monthly for hourly and daily employees; establishes gross compensation, docks, vacation pay, overtime earnings, and employee cards. Makes changes to Employee Management files, prepares revolving cash forms, warrant cancellations and calculates retroactive pay. Verifies compensation reports; prepares retirement separation for all employees; answers questions or concerns from employees requiring interpretation of complex laws, rules and regulations governing compensation; exchanges correspondence and information with school and District employees regarding adjustments to compensation; computes legal judgments and garnishments and prepares any requests for special handling of compensation; prepares employer information for Court subpoenas; responds to all request for information regarding compensation; operates a variety of office machines.

IV. **Distinguishing Characteristics**

V. **Employment Standards**

A. **Knowledge of:**

Methods, practices and terminology used in financial record keeping, procedures and policies related to payroll, human resources and technology;

Procedures as they relate to payroll and human resources;

Current office methods and practices, including filing systems, letter and report writing.

Knowledge of Employee Management Software

B. **Ability to:**

Meet the public tactfully and courteously and to establish and maintain cooperative and effective working relationships;

Post data and make financial computations with speed, accuracy and legibility;

Proficiently operate computers and office machines;

Take responsibility for accurate and complete records and reports;

Understand compensation records, financial and human resource reports, technical and legal materials related to compensation, finance, and contractual materials;

Understand and carry out oral and written instructions.

**C. Education/Training/Experience:**

Completion of the twelfth grade or equivalent, including or supplemented by courses in finance or human resources.

Three years of general clerical experience, at least one of which has included the maintenance of financial or human resource records; or any combination of training and experience that provides the desired knowledge and abilities.

**D. Licenses/Certificates:**

**VI. Specific Qualifications**

Must pass clerical and computer tests.

Should be compared with similar Human Resource and Payroll positions for salary study purposes.

Date July, 2000

Range 26

Position Code PT1

JBD:cf