

## **Director 2 Compensation**

4400 West 18th Street, Houston, Texas (US-TX), 77092, United States

ID: 29464

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### **Job Description**

Location: Hattie Mae White

Department: Compensation

Area:Northwest

Contract Months:12

Salary Range: \$150,000.00 – \$175,000.00

Academic Year: 25-26

### **JOB SUMMARY**

The Director II, Compensation is responsible for leading the strategic planning, development, and execution of compensation programs that align with the district's Destination 2035 goals and Employee Value Proposition. This position oversees the implementation of job evaluation methodologies, market-pricing strategies, and pay structure design to ensure internal equity and external competitiveness across all employee groups.

The Director II collaborates with senior leaders to support key compensation initiatives, including district-wide salary planning, policy development, pay structure reviews, and compensation modeling to support talent acquisition and retention. The role also ensures compliance with state and federal regulations, including salary placement standards outlined by the Texas Education Agency (TEA) and the Teacher Retirement System of Texas (TRS). This position reports directly to the Executive Director of Compensation.

### **MAJOR DUTIES & RESPONSIBILITIES**

List most important duties first

1. Leads and manages cross-functional compensation initiatives that support districtwide talent and compensation strategies, as directed by the HR leadership. Monitors progress to ensure timely and effective execution.
2. Partners with district leaders to support strategic salary planning for all employee groups, including the development of cost models and projections to inform annual budget

recommendations.

3. Develops and updates salary structures and pay tables in alignment with approved budget decisions and market data.

4. Oversees compensation audits and analyses to ensure internal equity and external competitiveness. Prepares data-driven reports and makes strategic recommendations for improvement.

5. Leads the development and implementation of compensation policies and procedures that align with district priorities, ensuring compliance with applicable laws and regulations while supporting the recruitment, retention, and recognition of high-quality talent.

### **MAJOR DUTIES & RESPONSIBILITIES CONTINUED**

6. Provides guidance on the administration of stipends, incentives, contracts, and salary placement policies in compliance with TEA and TRS regulations.

7. Oversees the evaluation of job classifications and compensation placement using established methodologies. Reviews and advises on job descriptions to ensure alignment with organizational structure and compensation frameworks.

8. Leads compensation staff to improve internal processes and build sustainable systems that support continuous improvement and operational excellence.

9. Serves as a liaison to departments in the Human Resources team and other district departments and divisions. Provides communications to a variety of diverse stakeholders on projects and initiatives that cross divisions and departments.

10. Performs other job-related duties as assigned.

### **EDUCATION**

Bachelor's degree from an accredited college or university required in the following human resource functions: human resource management, finance, business administration, organizational leadership, or education.; Master's degree preferred. \*

\*Applicants who do not meet these education qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

### **WORK EXPERIENCE**

5–7 years of progressively responsible experience in Human Resources, with a focus on compensation strategy and administration. Experience working in a public school district or a similarly complex organization is preferred. Prior experience managing compensation programs, leading cross-functional projects, and supporting district or department-level HR initiatives is required. Urban district or large system experience is strongly preferred.

\*Applicants who do not meet these work experience qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

### **SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**

Intermediate or advanced skills in the use of the Windows environment and applications, including Microsoft Word, Excel, PowerPoint, Outlook, and TEAMS.

Intermediate or advanced skills of HR Information Systems (HRIS), SAP (preferred), applicant tracking systems, SharePoint, databases, Google docs, webpage creation and management.

### **LEADERSHIP RESPONSIBILITIES**

Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans which impact multiple departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district-wide.

### **WORK COMPLEXITY/INDEPENDENT JUDGMENT**

Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department.

Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

### **BUDGET AUTHORITY**

Participates in a group plan and/or budget development.

### **PROBLEM SOLVING**

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

### **IMPACT OF DECISIONS**

Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

### **COMMUNICATION/INTERACTIONS**

Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

### **CUSTOMER RELATIONSHIPS**

Regularly assesses and diffuses complex and/or escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meet the needs of customers following HISD's policies and guidelines.

### **WORKING/ENVIRONMENTAL CONDITIONS**

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.

Houston Independent School District is an equal opportunity employer.