Job Description

Location: Hattie Mae White
Department: Compensation
Area: Northwest
Contract Months: 12
Salary Range: $130,000.00 – $155,000.00
Academic Year: 23-24

JOB SUMMARY
Directs the activities of the Compensation and HR Operation Departments. Plans, develops, and implements systems and processes utilizing the job evaluation system, market-pricing strategies, and knowledge of HISD’s internal job hierarchies to properly place jobs into salary grades and pay structures. Manages planned and unplanned projects concurrently including salary budget planning and communication, annual updates to the compensation manual, and the yearly salary conversion process. Administers teacher, administrator, and non-administrator contracts, administers semi-annual Conflict of Interest statements, and maintains employee service information (including the evaluation of incoming service for salary placement) required under the Texas Retirement System (TRS) and the Texas Education Agency (TEA). Manages and maintains the data integrity of the Office of Talent systems by auditing and updating data and systems. This position reports directly to the General Manager, HR Business & Financial Operations.

MAJOR DUTIES & RESPONSIBILITIES

• Manages cross-functional compensation planning projects and initiatives as identified by the General Manager, HR Business & Financial Operations. Monitors and tracks the progress of the initiatives to ensure timely completion.
• Consults on salary planning for instructional and non-instructional staff. Coordinates and compiles various costing strategies and assumptions with labor cost projections.
for the upcoming school year budget. Updates salary schedules and tables once the salary budget has been approved.
• Conducts salary review audits, prepares compensation reports, and makes data-based recommendations.
• Reviews job evaluations, job classifications and job descriptions for all district employees. Communicates and resolves issues involving compensation and classification.
• Manages and resolves issues related to the administration of stipends/incentives, contracts, and Conflict of Interest statements, and the maintenance of employee service information.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

• Works with staff to design more efficient processes and procedures to build long-term capacity for the continual success of the division.
• Oversees regular employee data audits to ensure consistent quality standards of employee personnel data.
• Serves as a liaison to departments in the Office of Talent and other district departments and divisions. Provides communications to a variety of diverse stakeholders on projects and initiatives that cross divisions and departments.
• Manages the HR Operations Team and directs the coordination of the HR Operations Team and the Compensation Team regarding various Compensation Initiatives.
• Performs other job-related duties as assigned.

EDUCATION
Bachelor’s Degree

WORK EXPERIENCE
5 to 7 years

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
SAP, Microsoft Office-Advanced Excel Skills Required, SBP experience preferred
Office equipment (e.g., computer, copier)

LEADERSHIP RESPONSIBILITIES
Senior Management. Manages a department or multiple major disciplines, often through subordinate management. Regularly manages staff in the completion of large-scale projects or a very closely related set of projects/initiatives often spanning multiple disciplines. Receives strategies and broad departmental objectives from senior leadership; establishes operational objectives and work plans; delegates assignments to subordinate management and staff. Allocates resources according to priorities and serves as the primary decision maker regarding
hiring, performance and budget.

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 escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within 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.