COBB COUNTY
SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Compensation Representative	**JOB CODE:** 474C
DIVISION: Human Resources	**SALARY SCHEDULE:** Office Clerical/Technician Annual
DEPARTMENT: Employment	**WORK DAYS:** 238
REPORTS TO: HR Supervisor	**PAY GRADE:** Rank VI (NC06)
FLSA: Non-Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Process transactions related to compensation for all employees; assist in determining salary steps and technical salary-related tasks, such as processing and maintaining pay scale information; communicate with employees regarding salary concerns and experience verifications.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 3 years HRMS and/or Winocular experience; CCSD experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills such as Microsoft Office; math aptitude; excellent customer service skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Establishes and maintains employee database ensuring accurate pay information for all employees.
3.	Processes transactions related to employee compensation in a timely fashion in order to meet payroll deadlines.
4.	Evaluates experience verification, utilizing established guidelines, to determine proper step placement for all employees.
5.	Provides assistance with processes related to annual salary/step increases, salary schedule book, work calendars, etc.
6.	Researches and responds to employee concerns regarding compensation issues in a timely manner.
7.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____