



EMPLOYEE NAME: _____

Revised: 12/98; 3/99; 4/01; 7/02; 11/04; 7/06; 4/10; 8/13; 6/16; 8/17;
6/18; 2/19; 8/19; 02/23

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Employment	JOB CODE: 473N/473Q
DIVISION: Human Resources	SALARY SCHEDULE: Professional/Supervisory or Annual Central Office
DEPARTMENT: Employment	WORKDAYS: Annual Administrative Employees
REPORTS TO: Senior Executive Director, Employment	PAY GRADE: Rank B (NK02)/CAD (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises compensation/certification activities, processes, and programs; conducts position classification reviews; coordinates collection, maintenance, and analysis of data reported to the Georgia Department of Education for Training and Experience funding.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalency (2 years similar work level experience = 1 year of college); a combination of experience and education may be used to meet the bachelor’s degree requirement.
2.	Certification/License Required: None
3.	Experience: 5 years of experience related to employee compensation and/or payroll programs; 2 years supervisory experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; computer skills (Excel, Word, Access, and Mainframe); analytical skills; math aptitude; ability to simultaneously manage multiple assignments

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.	Hires, supervises and evaluates employment, compensation and certification staff.
3.	Manages compensation/certification activities, processes, and programs; coordinates internal processes with the Payroll Department and Technology to ensure cohesive procedures are used; research discrepancies as requested by the Financial Services Department.
4.	Directs comprehensive compensation/certification studies, analyzes data, and presents recommendations.
5.	Conducts complex job evaluations which include interviewing incumbents and supervisors, ascertaining information, analyzing pertinent information, and making appropriate recommendations related to the classification of positions.
6.	Advises, consults, and makes recommendations on compensation/certification processes and activities to employees, managers and administrators.
7.	Devises and initiates new procedures and controls relating to job classifications, job descriptions, compensation and certification.
8.	Conducts salary/certification surveys; develops recommendations applicable to compensation/certification as appropriate.
9.	Oversees the certification renewals and upgrades of all certified staff as required by the Professional Standards Commission.
10.	Develops, communicates, and interprets compensation and certification policies and procedures to establish and maintain uniform understanding and application.

11.	Ascertains information from internal and external sources; responds to requests from appropriate outside agencies and other school districts regarding compensation/certification initiatives.
12.	Directs the collection of data for CPI reporting to the Georgia Department of Education and analyzes data ensuring a positive impact to the District's funding.
13.	Attends seminars and conferences to keep abreast of changes pertaining to certification and compensation.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____