

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Salary Administrator Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:		CLASSIFICATION:	Classified
FLSA:	Exempt	WORK YEAR/HOURS:	12 Mos
REVISED:	August 16, 2002	SALARY GRADE:	049 Supervisors'

BASIC FUNCTION:

Supervise the district's classification and compensation systems, conducts compensation studies, salary surveys, and develops related data and reports; provides technical and administrative assistance for classification and compensation systems; and supervises the work of assigned staff

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Supervise and perform position classification reviews and notifies those concerned of actions taken. **E**

Plan and coordinate periodic and special salary, benefit, and cost studies; and the analysis and findings of data collected. **E**

Cooperate with other public agencies and the private sector in salary and benefit surveys. **E**

Consult with and advise managers, supervisors, and employees on policies and procedures relating to initial classification, reclassification, and salary determinations. **E**

Review salary rules, regulations, and procedures and recommend improvements and changes. **E**

Implement approved policies and procedures; serves as initial contact for managers and classified employees and their supervisors regarding salary placements, classification procedures, and appeals to classification determinations. **E**

Review existing or proposed legislation affecting wage and salary activities and recommend origination, modification, or support of legislative measures. **E**

Select, train, supervise, and evaluate performance of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in personnel, public or business administration or other appropriate field, and four years of progressively responsible experience in diversified professional wage and salary administration. A combination of training and experience equivalent to possession of the bachelor's degree may be considered.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of position classification and salary administration.
Different systems and methods of classification, and principles and practices of personnel administration.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:

Supervise staff engaged in maintaining various position classification and salary plans.
Apply research and reporting techniques to studies and surveys.
Perceive organizational implications of decisions and recommendations.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with all levels of management and staff.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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