

COMPENSATION GENERAL AREAS OR RESPONSIBILITY:

- Job Analysis and Documentation – Formal study of duties and responsibilities which includes job audits and salary benchmarking. This is developed with intent to most appropriately define your role within JHS, establish job requirement criteria and create a comprehensive total compensation package that will best reward your outstanding performance.
- Employee Growth and Development actions – The processing of transactions that occur during an employee's life cycle. This process includes merit increases, job changes (promotions/demotions) and all other employee related pay actions. By ensuring your

job related information in the system is up-to-date and accurate (for example your shift or work-schedule), we are able to maintain accurate processing of your pay. During these actions, our department works very closely with your manager and payroll department to ensure you are compensated correctly and according to the agreement.

- Salary Market Review – This process involves detailed review of our local and national market through salary surveys, to ensure our current salary structures are competitive, marketable and supportive of the internal equity. The results of this process are typically implemented in partnership with our union leaders through the regular negotiation cycle.

