Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**DUTIES**  This is a non-career, temporary job with the Metropolitan Washington Airports Authority (Airports Authority). Serves as a Compensation Specialist in the Compensation Department of the Office of Human Resources. Edits jobs under the career Salaried Evaluation System (SES) and Trades Evaluation System (TES) and utilizes the SES and TES, as appropriate, in creating and editing career job descriptions and non-career temporary and term job descriptions. Assists in reviewing and processing I Made A Difference (IMAD) and other performance awards; reviewing salary offers; administering the Airports Authority Exit Interview Program (EIP); and special projects. Performs related functions.

--Collects, analyzes and documents job behavior data to prepare or edit job descriptions and determine pay grades of jobs covered by the Salaried Evaluation System (SES) and Trades Evaluation System (TES). Uses the Position Analysis Questionnaire (PAQ) and Enter-Act internet software to evaluate job elements and derive job evaluation points which are then converted to a grade in accordance with the points-to-grades plan of the SES. May use the Professional and Managerial Position Questionnaire (PMPQ) to evaluate senior-level and executive jobs. Uses the job-factor method for rating trades jobs under the TES. Using the SES and TES Manuals, assigns titles and codes to jobs. Discusses the job (behavior or task data) with employees and/or management officials, as appropriate. Slots jobs using the established job hierarchy for police, fire and other job/pay groups, as appropriate. Using regulations promulgated by the Labor Department's Wage and Hour Division, determines exempt/nonexempt status under the Fair Labor Standards Act (FLSA). Reviews descriptions written by other Specialists for format, grammar, etc.

--Assists in the review and processing of IMADs. Confirms that the IMAD is correctly documented, employee is eligible, the amount is consistent with the program’s guidelines, documentation is sufficient for processing, and that the amount to be given the employee does not put him/her over the two year threshold, and secures appropriate approving signatures [on the IMAD and form PE-10 (Request for Personnel Action), as appropriate]. Logs in completed IMAD and submits for processing. May assist in rewriting program guidelines to incorporate IMAD eligibility for non-career employees.

--May assist in the analysis, design, development, implementation and administration of base pay systems. Monitors program operations and responds to questions. Identifies problems, issues and options. May assist in costing out alternatives and making recommendations for improvements that achieve Airports Authority goals and adhere to guidelines, including an integrated approach to HR systems.

--Assists in Exit Interview Program. Assigns termination codes to separating employees. Sends out notices to separating employees eligible to participate in the Exit Interview Program inviting them to participate; schedules an interview for those that accept. May interview separating employees. Sends out 6 month notices to program participants. Assists in the compilation of data (entering data into the Program data base and manipulating data for reports).
--Creates Portable Document Files (PDFs) of new and rewritten job descriptions, removes existing job descriptions from the Airports Authority’s LiveLink (intranet), loads the new/rewritten pdf job description on LiveLink. Loads a Microsoft Word version of the new/rewritten job description on LiveLink. Files the hard copy of the job description in the Compensation Department’s books of job descriptions. Enters data from the associated PE-10 into a database.

--Assists in the administration of the daily aspects of the Airports Authority's pay programs to help ensure legal compliance and consistency in compensation administration and add value to Airports Authority HR management through the compensation function. Advises managers and employees on the main pay provisions of both the FLSA and the Airports Authority's overtime program, policies on other types of premium pay (e.g., shift differential, holiday and Sunday pay), and pay policies as related to various types of leave usage (e.g., annual, sick, court and military leave). Writes memoranda explaining the main provisions of the pay and leave programs. Reviews PE-10s for completeness and accuracy.

--May participate in the administration of the Airports Authority’s premium pay programs and may perform research and analysis of variable compensation as key elements of a total rewards system. Answers manager and employee questions about current policies and procedures. May study variable compensation, including individual performance pay, team-based pay, skill-based pay, competency-based pay, performance criteria and measurement, and funding and reward formulae. Analyses employee coverage, participation rates, costs and benefits of current and proposed programs.

--Performs special staff projects such as writing draft directives, writing and editing Policies and Procedures; conductiong special studies and ad hoc salary surveys; and projects (e.g., mass changes/letters to employee when job descriptions change.) As assigned, may assist in the reviews requests for reorganization, provides comments and prepares required memoranda.

--Keeps abreast of technical and professional developments for knowledge- and skill-building purposes and to help improve one’s HR problem solving capabilities and analytical work products.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, and other Airports Authority employees (such as executives, managers, supervisors, professionals, and support staff).

--Uses a computer and (a) modern office suite software for various applications such as, but not limited to, planning/scheduling, communicating (email), word processing, data manipulation (databases and spreadsheets for data analysis and computations), charts/graphics and presentations, and internet research (b) enterprise software for time and attendance, and other functions, and (c) specialty systems/software used in the Office such as the Airports Authority’s Human Resources Information System (HRIS).
May move to, from and about the airport complexes and other locations (typically by driving
own vehicle or Airports Authority car) to meet with employees and supervisors, receive and
observe work, exchange information, etc.

*Performs other duties as assigned.*

**Critical features of this job are described under the headings below. They may be subject to
change through reasonable accommodation or otherwise.**

**RESPONSIBILITY** Is responsible for taking timely and effective action in providing job
evaluation and pay administration services, conducting compensation studies and advising on
pay and leave programs and other HR/organizational issues. Ensures the technical soundness,
consistency and equity of individual job evaluations and job descriptions within the framework
of the SES and the TES and pay actions within the framework of Airports Authority policies and
procedures and generally-accepted merit system principles. Work is expected to be technically
sound and therefore not reviewed in progress, but is reviewed upon completion in terms of
quantity, quality, timeliness, customer service, teamwork, adherence to guidelines, and other
factors, including specific performance management requirements.

**MINIMUM QUALIFICATIONS (MQs)**

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time
of vacancy announcement closure.

1. A bachelor's degree in any field providing a strong foundation for success in the DUTIES in
this job description, or an equivalent combination of education, experience and training that
total four years.

2. Five years of progressively responsible experience in compensation that includes substantive
work in most of the DUTIES in this job description, and provides evidence of:

   a. Knowledge of, and skill in, performing job analyses (including ‘desk audits’ and
      employee/supervisor interviews and research to gather and evaluate information
      regarding job content); writing and editing job descriptions for a variety of jobs in several
      formats; developing job-related (content valid) selection criteria; and using regulations to
determine position exempt/nonexempt status under the Fair Labor Standards Act (FLSA).

   b. Knowledge of, and skill in, informing others on and performing daily aspects of pay
      program administration to help ensure legal compliance and consistency in compensation
administration covering overtime pay, premium pay, awards, paid-time-off, etc.

   c. Skill in using a computer and modern office suite software to perform general office
      functions, such as communication (email), word processing, scheduling, spreadsheets and
      presentations, and in using specialized HR system/software to perform DUTIES outlined.
      This requirement includes ability to rapidly acquire knowledge of, and then skillfully use,
      Airports Authority-specific systems pertinent to assigned functions.
d. Skill in planning one’s own work consistent with assignments, priorities and other guides; in reasoning in problem solving; in communicating in writing; in communicating orally; in working effectively with business contacts; in working as a member of a team; and in providing effective customer service.

e. Ability to rapidly acquire, and then skillfully apply, general knowledge of the full range of the Airports Authority’s HR programs, policies and practices (e.g., labor/employee relations and staffing) in order to identify the effects and implications of one's own programs/actions on the programs/work of others.

f. Ability to rapidly acquire knowledge of, and then skillfully use, Airports Authority-specific processes, procedures, practices, systems and other standards and guides pertinent to assigned functions.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for two of these five years of experience (MQ 2) on a week-to-week basis.