

**Red Wing Public Schools**  
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**Section 4.15: Position Descriptions, Position Ratings, and Pay Equity**

The Human Resources Manager oversees the development and refinement of position descriptions, position ratings, banding of positions, and pay equity processes.

Each position with current regular employees should have a position description that includes:

- General Information
- Position Summary
- Essential Duties and Responsibilities
- Required Education, Training, and Work Experience
- Essential Knowledge, Skills, and/or Competencies
- Typical Physical Demands
- Clarification History and Approval

The Human Resources Manager submits position descriptions to a compensation consultant for evaluation and assignment of position ratings. Significant changes may result in rating and/or pay changes to help ensure fairness and the district's compliance with the federal Equal Pay Act's requirement that men and women receive equal pay for equal work. Revised position descriptions may lead to posting of an available position. The School Board approves proposed pay changes.

The Human Resources Manager is responsible for completing the pay report required by the State of Minnesota.