



Title: Senior Classification and Compensation Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform complex, professional level personnel work which includes position classification and compensation projects, conducting analytical studies into personnel and human resources issues and related management and special projects. This is accomplished by reviewing policies and procedures, collecting, analyzing and interpreting data and statistics, researching information, working with departments on classification of positions and associated compensation, reviewing and updating job descriptions, reporting on gathered information and providing staff support. Other duties include completing special projects as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Manages special projects by participating in the evaluation and selection of project consultants, coordinating contract evaluation and selection processes, planning and coordinating project related meetings, recommending courses of action to adhere to project goals, and resolving unexpected project problems to address financing, scheduling, and methodology.	40%
2	S	Completes data collection, analysis and reporting by preparing correspondence, drafting requests for proposals, proofreading and preparing special reports and issue papers, researching statistical findings from special surveys and studies, documenting researching and preparing recommendations, and developing programs, policies, and procedures to ensure regulatory and contractual compliance.	30%
3	S	Manages classification and compensation by providing overall direction to studies of individual positions, occupational groups, and class series to determine appropriate allocation of positions; reviews requests to classify new positions and/or reclassify existing positions; determines the need for reclassification analysis and impact of change on other positions; revises current and develops new classifications and job descriptions; directs compensation analysis studies, researches, collects and compiles	30%



data regarding salaries and benefits structures to determine appropriateness of salaries and benefits, recommend changes in salaries and/or benefits and provide analysis regarding impact on related classifications; determines and compares class concepts internally and in the relevant labor market; and serves as point of contact for questions on job descriptions and salary ranges.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resources Management, Organizational Development, Psychology, Sociology or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of four (4) years of experience in recruitment, selection, classification, compensation, and/or human resources generalist work. Public sector experience is preferred.</p>
Supervision	<p>Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Budget Responsibility	<p>Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE

- Principles and practices of Human Resource Administration.
- Principles and practices of statistical concepts, analysis and methods.
- Methods and techniques of tracking, recording, and presenting statistical data.
- Practical application of computers and peripheral equipment.
- English grammar, punctuation, spelling, and usage.
- General methods of tactful public communication.
- Principles, practices and techniques of job evaluation and analysis
- Principles, practices and methods of salary and benefits analysis
- General compensation knowledge required including compliance with the state and federal laws that apply to the plans.
- Strong problem solving, organizational, communication and presentation skills.
- Contractual agreements and union organizations.
- Research techniques, modalities and report writing.
- External agency reporting and compliance requirements.
- District policies, procedures and guidelines impacted by external sources.
- Principles and practices of personnel administration.
- Applicable federal, state, and local laws and regulations, including labor, employment and personnel laws and regulations.
- Principles, practices and methods of organization, administration, supervision, motivation, training, and performance evaluations.
- Principles, practices and standards of public sector human resource management.
- Protocols and standard practices that pertain to assigned functional areas.
- Analytical techniques applied to human resource management.

SKILLS

- Obtaining, verifying and evaluating general and statistical information.
- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.



ABILITIES

- Prioritize and deal with conflicting workload requirements.
- Handle all internal and external contacts with courtesy, diplomacy, and tact.
- Read, analyze, and interpret District policies, collective bargaining agreements and memorandums of understandings, professional journals, technical publications, and government regulations.
- Conduct and make recommendations based on job analysis and job evaluation.
- Conduct staffing and organizational analysis.
- Conduct salary analysis and make sound compensation recommendations.
- Write reports, business correspondence, procedure manuals and class specifications.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Deal with difficult people and situations.
- Speak clearly and communicate effectively, with diplomacy and tact.
- Learn District and departmental operating policies and procedures.
- Learn department-specific tasks and procedures.
- Organize information clearly and precisely.
- Apply customer service skills, representing the District in a positive way while working with the public.
- Learn system processes related to department and job.
- Extract and analyze statistics and written information from reports.
- Manage multiple priorities and projects successfully.
- Handle multi-projects and schedules simultaneously.
- Lead project teams to positive solutions and outcomes.
- Establish and maintain effective working relationships with employees, other agencies and the public.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; communicating with co-workers
Sitting	C	Desk work; meetings
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; files
Carrying	O	Supplies
Pushing/Pulling	F	File drawers
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	F	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	C	From computer to telephone
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen
Hearing	C	Communicating via telephone/radio to co-workers/public
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	N	
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Copier, calculator, fax machine, phone, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.