General Statement of Duties

Under normal supervision, maintains City's classification and pay plan. Conducts moderately complex market studies, updates classification plan.

Distinguishing Characteristics

This class is part of the Classification and Compensation Analyst Job Series. This job series encompasses the following job classifications and a summary of their essential job function is as follows:

- Classification and Compensation Analyst: This job is the first level of a two-level series. The essential function of this job is to maintain the City's classification and pay plan, conduct moderately complex market studies, and update the classification plan.

- Senior Classification and Compensation Analyst: This job is the second level of a two-level series. The essential function of this job is to maintain the City's classification and pay plan, conduct complex market studies, update the classification plan, handle the most complex aspects of work, and take a lead role in large projects.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under administrative supervision, the employee has personal accountability for carrying out an assigned function; program or project within the scope of established guidelines and objections and is expected to resolve problems in that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance policy.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

None

Essential Duties

Ensures all applicable positions within the city are properly evaluated, benchmarked, and placed within the classification and pay plan framework. Participates in the annual Pay Survey market analysis preparation.

Ensures pay equity by conducting thorough and accurate analyses.
Performs classification position audits to reallocate incumbents within the classification and pay plan to ensure employees are classified in alignment with assigned duties.

Conducts market research, market surveys, individual audits, and classification and compensation studies to ensure current classifications and pay ranges are competitive. Presents recommendations to Peer Review Committee prior to finalizing studies and audits with client management.

Writes new or modifies existing job specifications. Consults with management and/or employees to determine essential duties, type and level of duties, experience, and education required.

Approves personnel requisitions and pay for overtime, adjustments, and extensions.

Maintains citywide list of equipment classifications used for classifying positions that operate various types of equipment and approving differentials by Payroll.

Prepares moderately complex technical reports, which includes summarizing data and costing out various scenarios.

Provides consultation to line management, HR Service Teams, and HR Business Partners.

Collects and analyzes data and makes recommendations to establish prevailing wage rates that city contractors must provide to their employees in accordance with the Denver Revised Municipal Code. Researches the Department of Labor’s Davis-Bacon Act and Service Contract Act websites to identify the correct prevailing rates per the Auditor’s Office schedule for applicable classes of work. Presents updates to the Career Service Board and ensures the Auditor’s Office is informed of approvals for new prevailing wage rates so these can be published on the Auditor’s Office’s website and disseminated to city contractors.

Works with assigned client groups to implement the annual merit process.

Collaborates with the Office of Human Resources’ Marketing and Communications Division on the ordinance process to ensure proper posting on appropriate websites and email distributions.

Makes presentations to the Career Service Board at public hearings.

Participates in Career Service Rule revision discussions; partners with appropriate internal stakeholders (City Attorney’s Office, HR Business Partners, HR Compliance Officer, etc.) to prepare rule revision presentations.

Leads moderately complex special projects.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Customer Service - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.
Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Knowledge & Skills**

Knowledge of classification concepts, principles, and practices related to structuring organizations and positions and determining the appropriate pay system, occupational grouping, title, and pay level of positions.

Ability to analyze basic to moderately complex data to identify costs and trends.

**Education Requirement**

Bachelor’s Degree in Business Administration, Human Resources, or a related field.

**Experience Requirement**

Two (2) years of experience in a compensation administration environment.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)
Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: perceiving the nature of sound by ear.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Sitting: remaining in the normal seated position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Near acuity: ability to see clearly at 20 inches or less.

Background Check Requirement

Criminal Check
Education Check
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-811
FLSA Code: Y
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: