



Office of Human Resources  
HR Classification and Compensation Analyst - CA2997  
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### General Statement of Duties

Performs intermediate professional level work to administer the city's classification and pay plan, conducts classification and compensation studies or projects requiring a moderate degree of responsibility and difficulty, market research, market surveys, and data modeling and analysis; creates and updates job specifications; provides classification and compensation consultation to management and human resources leaders.

### Distinguishing Characteristics

This class is part of the Classification and Compensation Analyst Job Series. This job series encompasses the following job classifications in increasing level of responsibility: Classification and Compensation Analyst and Classification and Compensation Analyst Senior. Incumbents in this class are responsible to lead one or more projects with a moderate degree of responsibility and difficulty, and support but generally would not lead large annual or recurring projects with citywide impact.

### Essential Duties

Conducts classification and compensation studies to ensure current classifications' pay ranges and employee pay are externally and internally competitive, including market research, market surveys, and data modeling and analysis. Provides strategic, solutions focused consultation to management and other stakeholder in a proactive, results-oriented and timely manner. Review classifications with City Attorney's Office for FLSA guidance. Prepares analyses, presents recommendations, and collaborates with management to arrive at outcomes that support business objectives, obtains necessary approvals for final classification and pay changes, and brings proposals through the classification change process (public posting and Board presentation or short-process public posting) to assign classifications to an appropriate pay grade and range.

Performs individual position audits to analyze employee position duties to determine optimal job classification; presents analysis and recommendation to internal peer committee; discusses job findings with City Attorney's Office for FLSA guidance; collaborates with management and HR Business Partners on socializing outcomes; partners with internal stakeholders (HR Technology & Innovation, HR Service Center, HR Records) to implement outcomes.

Participates in third-party administered compensation surveys; utilizes compensation surveys' published results to benchmark new classifications and assign pay grades/ranges. Administer market pay platform to host current year published survey results and internal special cuts (excluding employee pay data) required for market analyses.

Participates and supports internal OHR division and Class/Comp team projects and initiatives. Reviews, analyzes, and offers collaborative, collegial, and sound professional guidance to team members to strengthen their recommendations and proposals.

Reviews and analyzes agency requests for off-cycle pay adjustments, prepares, and defends recommendations, and obtains human resources approvals. Maintains documentation on analysis and approvals.

Writes new or modifies existing job specifications. Consults with management to determine type and level of essential duties, minimum qualifications, level of physical demands, etc. Reviews FLSA requirements and consults with city attorneys as appropriate.

Prepares moderately complex qualitative or quantitative technical data and information; summarizes modeling, forecasting, and/or costing analyses for recommendations; applies requested/agreed-to modifications, conducts additional scenarios, and presents results from additional analyses.

Serves as a liaison to assigned client groups for the implementation of the annual merit process. Partners with management to ensure their client agencies' merit program submissions comply with that year's merit program. Provides guidance and/or approves agency requests for ad-hoc inquiries (e.g., overtime exception or any other type of non-routine classification or compensation request).

Consults with management, OHR partners, and other stakeholders (City Attorney's Office, HR Compliance Officer) on classification and compensation issues, including advising on and providing guidance on classification and compensation and related human resources policies, career service rules, regulations, and other governance.

Collaborates with internal OHR stakeholders, including OHR Marketing and Communications on various communication plans, strategies, messaging, timelines, website updates, etc.; HR Technology & Innovation (HRIS, HR Service Center, HR Records) on Workday job profile updates, Workday data loads, and other systems-related data/information needs; Talent Acquisition on providing pay setting consultation to Recruiters; and HR Business Partners to prepare and provide collaborative consultation to client agencies.

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.

**Level of Supervision Exercised**

None

**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 each year of 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 and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Sitting: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Written Comprehension: Ability to discern the meaning of written words.

**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**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 7/30/2020**

**Revised By: BM**

**Class History: Updated General Statement of Class Duties Distinguishing Characteristics, Guidelines and Level of Decision Making, Level of Supervision, and Essential Duties. Add HR to title.**