



Office of Human Resources
HR Classification and Compensation Analyst Staff – CA3295

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General Statement of Duties

Performs entry-level professional analytical work to administer the city's classification and pay plan, conducts small-scaled classification and compensation studies, market research, market surveys, and data modeling and analysis while receiving guidance from higher level Analysts on more complex projects ; creates and updates job specifications; provides classification and compensation consultation to management and human resources leaders through Senior Classification and Compensation Analysts or Director.

Distinguishing Characteristics

The HR Classification and Compensation Analyst Staff is distinguished from the HR Classification and Compensation Analyst Associate that 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.

The HR Classification and Compensation Analyst Staff is distinguished from the HR Classification and Compensation Analyst Senior performs full performance professional level work to administer the city's classification and pay plan, conducts and leads complex classification and compensation studies or projects requiring an advanced 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.

Essential Duties

Conducts a variety of routine and non-routine analyses, which are typically smaller scoped in nature, and assists higher level Analysts and Director with more complex classification and compensation data and analysis. Prepares draft analysis, reports, presentations, for classification and compensation projects and initiatives including merit, annual pay tables adjustments, annual market analyses, benchmark validations, pay relationship validations, FLSA analyses, etc.

Writes new or modifies existing job specifications under the review of higher level Analysts, consults with management to determine type and level of essential duties, minimum qualifications, level of physical demands, etc., and reviews FLSA requirements and consults with city attorneys as appropriate.

Conducts job evaluations and pay analyses under the direction of higher level Analysts for assigned agency-submitted individual position audits and off-cycle pay adjustment requests.

Provides analyses in support of division classification studies, including drafting, conducting, and aggregating data from market surveys, preparing data analyses and evaluative reports, developing presentation materials, and making recommendations to the lead Analyst of the classification study.

Administers and participates in salary survey requests and administers 3rd party salary survey software administration. Receives and reviews salary survey requests, both annually required and ad hoc requests, prepares and researches correct benchmarking; ensures benchmark accuracy and overall quality of survey submission; submits completed survey information and data within vendor deadlines. Serves as one of the division's administrators of the 3rd party salary survey software market data management platform. Downloads and saves results files, and partners with salary survey software administrators to ensure accurate, timely loading of relevant market data points to the salary survey software platform.

Prepares multiple recurring and ad-hoc classification and compensation metrics for division, including monthly FLSA audits, monthly economic indicators updates, classification and compensation economic/market data updates, annual population estimates and median wages on municipal peers, etc. Partner with HRTI to develop a way to track reallocations and pay changes due to classification studies.

Tracks, monitors, develops, compiles and maintains detailed reports, data, manuals and other information as it relates to human resource activities and operations; examines documents and computations to determine accuracy, completeness and/or compliance with applicable rules and regulations.

Administers and ensures compliance with the city's public posting under career service rules and the Denver Revised Municipal Code and ordinance change process, providing procedural support to division staff.

Manages the compensation email box to independently respond to inquiries about classification or compensation and discusses escalated response with higher level Analysts or Director as appropriate. Prepares communications drafts and maintains the classification and compensation individual position audit and off-cycle pay adjustment requests tracker for Director.

Manages classification specification administration, including maintenance of the master classification specification spreadsheet; ensures consistency and accuracy between the master spreadsheet and the documents published in Word and Adobe PDF. Partners with HRTI Division and HR Marketing and Communications Division to ensure Workday job profiles and classification specifications published online remain aligned with the source files. Applies required and requested changes to classification specifications both individually, batched, or globally. Continuously challenges current state to recommend process improvements.

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 positions and determining the appropriate pay grade/range; job architecture and hierarchy groupings; title; and pay levels 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 human resources administration.

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: EX-06
FLSA Code: Y
Established Date: 12/29/2020
Established By: BM
Revised Date:
Revised By:
Class History: New job classification.