CLASS SPECIFICATION
Senior Classification and Compensation Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs a variety of highly responsible professional, technical and analytical classification and compensation activities in support of the development, implementation and maintenance of the City's classification and compensation systems and programs; participates in large occupational classification and compensation studies; maintains and ensures consistent application of City classification standards for job classes; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Senior Classification and Compensation Analyst performs difficult professional classification and compensation work. Incumbents provide professional advice and counsel to City managers, supervisors and employees and perform their responsibilities with a significant degree of independence and application of professional experience and judgment. A Senior Classification and Compensation Analyst may provide lead supervision of other professional and support staff.

Senior Classification and Compensation Analyst is distinguished from Senior Human Resources Analyst in that an incumbent in the former class specializes in classification and compensation system and program functions and activities.

Senior Classification and Compensation Analyst is distinguished from Classification and Compensation Coordinator in that the latter is expected to exercise greater independence and provide project leadership on more difficult or sensitive projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Conducts position classification and compensation studies; audits and prepares new or modified job analysis documents, class specifications and class concepts; recommends the classification of new or modified positions, classes and class series; designs and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure changes based on studies and analyses.

2. Assists in organizing and making presentations during bureau workshops and meetings.

3. Participates in planning and carrying out position classification and compensation studies; facilitates advisory committees; reviews and recommends action to implement study results; responds to employee classification appeals; communicates study results to employees; drafts implementation ordinances.

4. Participates in the maintenance of the classification and compensation plans for all City job classes; participates in studies to review positions within large employee groups; conducts job audits of individual positions and determines appropriate classification; completes compensation reviews for individual classifications and submits ordinances for classification changes to the City Council.

5. Provides technical expertise to managers and supervisors on moderately complex and difficult aspects of City classification and compensation systems, issues, programs, strategies and services.

6. Coordinates and completes various special classification and compensation projects and studies.

7. Participates in the development of performance appraisal systems; prepares training materials, makes presentations to employee and supervisory groups; provides technical advice and assistance to bureau supervisors and managers.

OTHER DUTIES

1. Participates on the management bargaining team in labor negotiations; provides information regarding classification and compensation related issues.

2. May provide lead work direction and guidance to other professional or support staff.

3. Serves on City and bureau human resource related committees, including work improvement teams.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of classification and job analysis/evaluation, compensation administration, and performance appraisal.

2. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, EEO/affirmative action, employee relations, employee development and performance planning, particularly as they relate to area of specialty.

3. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.

4. Principles and practices of public administration, including reporting and maintenance of public records.

5. Research methods and data analysis techniques.

6. Trends in human resource program development especially in the areas of job design, and classification and compensation systems.

7. City functions and operations and associated classification and compensation issues.

8. Principles and practices of effective business communication.

9. Operation of standard business computer software.

10. Principles and practices of effective supervision.

Ability to:

1. Assist in the development, organization and implementation of comprehensive City-wide classification and compensation programs, including processes for their regular updating and maintenance to meet City operating and staffing needs.

2. Maintain consistent application of classification standards and compensation policies, while providing problem solving assistance to managers to resolve bureau business and organizational needs.

3. Design, implement and utilize data gathering and reporting procedures.

4. Present proposals and recommendations clearly and logically.

5. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

6. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.

7. Exercise independent judgment and initiative within established guidelines.

8. Represent the City effectively in dealings with employees and employee organization representatives on a variety of human resources issues.

9. Communicate effectively orally and in writing.

10. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.

11. Maintain confidential and sensitive information.

12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.

13. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, employees, employee organizations, community organizations, compliance review agencies and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, management, human resources, psychology or a closely related field; and at least three years of progressively responsible classification and compensation management experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 10-01-02
June 2009 - Change Job Class number from 7274 to 30000533, due to system change.