Classification Title: Classification and Compensation Analyst  
Code: 173700  
Department: Human Resources  
FLSA: Exempt  
Pay Range: Professional 09  
Represented: No

**GENERAL SUMMARY**

This is compensation and classification work at the advanced professional level, with responsibility for County-wide classification and compensation plan and structure development, maintenance, and administration. Duties include serving as the Human Resources subject matter expert related to classification and job evaluation, compensation methodology, internal equity, market analysis, and FLSA exemption.

**SERIES CONCEPT**

None

**ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES**

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Administer the county-wide compensation program, including pay grid structure modeling, job analysis, evaluation, and documentation, and market studies for all represented, unrepresented, and executive positions.
- Develop recommendations for changing pay structures, job classifications, and overall pay strategy that align with the County’s goals and objectives.
- Develops and finalizes new and revised job classification specifications; conducts background research, job analyses, and applies job evaluation points and FLSA status.
- Ensure compliance with Administrative Guidelines.
- Coordinate and track incoming and pending requests and monitor and report on status of overall work assignments.
- Identify data sources, benchmarking practices, and data analysis methodology.
- Conduct market analyses and costing scenarios.
- Conduct pay studies as requested.
- Conduct data analysis in areas of internal equity, pay compression, and pay equity.
- Present compensation analyses and related information to county departments, staff, and unions.
- Work with Labor Relations in developing economic packages for bargaining.
- Consult with, and provide guidance to, county-wide professional staff and department management regarding classification and compensation practices, policies, and procedures.
- Implement and communicate approved classification/compensation policies, procedures, and pay changes.
- Audit and ensure classification and compensation data in Workday is accurate.
Stay current of federal, state, and local laws as they apply to pay and compensation/classification practices. Take proactive steps to ensure the classification and compensation program is compliant.

- Design, develop, and maintain compensation database and provide training to users.
- Provide support to the Pierce County Citizens Commission on Salaries for Elected Officials.
- Attend Commission meetings, prepare agendas and minutes of the meetings.
- Run and distribute audit reports.
- Review, obtain approval, and process all out-of-classification requests.
- Obtain approval for all non-standard offers.
- Provide support/assistance to Chief Examiner with Civil Service recruitment process.
- Backup Chief Examiner when needed.
- Cross-train within department to ensure continuity of services.

Other Job Functions
- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
H.S. Graduate or equivalent and seven years of experience in one or more of the following areas: job analysis, evaluation, classification, compensation, recruitment, or payroll/finance activities in a unionized or public sector environment. Any equivalent combination of experience and education which clearly indicates the ability to perform the essential functions of the position may substitute on a year for year basis.

Licenses or Certifications

OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS

Post-secondary education in Public Administration, Math, Business Administration, Finance, or Human Resources strongly preferred. Certified Compensation Professional (CCP) strongly preferred.

SUPERVISION

None.

COMPETENCIES

Knowledge of:
- Federal, state, local laws related to job classification and pay
- Qualifications, knowledge, skills, and abilities of a wide variety of occupations
- Methods and techniques of research, data collection, and analysis
- Relational databases, market pricing applications, data analytics
- Basic statistics, regression analysis as it relates to structure modeling
- Labor negotiations and practices
- HRIS Systems, especially Workday
- Public sector environment such as budgeting, codes, and Commissions

**Skill in:**
- Working with a variety of individuals from diverse backgrounds.
- Performing job classification and evaluation duties.
- Data analysis using advanced Excel functions (lookups, operators, graphs, data validation)
- Applying mathematical calculations
- Managing/organizing large amounts of data from disparate systems
- Presentation skills
- Customer Service

**Ability to:**
- Assemble and analyze data
- Focus on detail
WORKING ENVIRONMENT/CONDITIONS
The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employee sits most of the time; may walk or stand for brief periods. Must be able to operate a personal computer and related office equipment necessary to perform the essential functions of the job.