



COMPENSATION AND CLASSIFICATION ANALYST

Department: Human Resources
Job Class #: 143200
Pay Range: Professional 08

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is compensation and classification work at the advanced professional level, with responsibility for system-wide classification and compensation plan and structure development, maintenance and administration. Duties include serving as the technical resource within Human Resources, providing oversight, continuity, consistency and recommendations for the County's classification and compensation systems and serving as a subject matter expert on special studies and plan design(s).

ESSENTIAL FUNCTIONS:

- Administer and facilitate the county-wide compensation plan, including matters of plan structure, FLSA status, reviews, analyzes, and evaluates positions to determine appropriate classification, creates and updates job descriptions and classification specifications, and handles other related compensation and classification issues.
- Develop and implement proposals for changing classification structures and positioning the County's pay systems aligned with the County's goals and objectives. Assists in organizational design studies and workforce planning initiatives.
- Determine, develop and make recommendations for criteria for salary survey methodology and labor market comparables; conduct research, compensation and salary surveys; analyze data, compile survey results, conduct cost/benefit and cost implementation analyses; prepare survey findings and recommendations.
- Leads, supports and or serves as the subject matter expert on special studies, projects, plan design and implementation.
- Assist with and make recommendations for the development and implementation of classification and compensation system short- and long-term planning and strategy.
- Consult with and provide guidance to County-wide professional staff and department management regarding classification and compensation structure, policies, and procedures.
- Research federal, state and county laws as they apply to compensation; analyze and evaluate policies and procedures and take corrective action to correct deficiencies and resolve problems; research and evaluate compensation program design.
- Participate in and/or administer the implementation and communication of approved compensation/classification policies, procedures and plan changes.
- Prepare statistical reports, graphs, charts and other analytical reports for compensation data and build complex spreadsheets. Present compensation analysis results and related information to county departments, staff, and unions.
- Provide pay administration problem-solving and alternative solutions for management.
- Respond to requests for compensation data from internal departments and external organizations.
- Support and assist the Pierce County Citizens Commission on Salaries for Elected Officials.
- Prepare and provide written and verbal responses to defend classification/compensation determinations, as needed.
- Performs other duties as assigned.

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SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision of an administrative superior with the employee expected to plan and carry out work assignments independently after objectives, priorities and deadlines have been defined. Work may be performed under direction of managers of various human resource management functions. This position does not have supervisory authority.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Classification/Compensation Analyst works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings and/or work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise. Must maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite. This position works with highly sensitive and confidential information and is required to maintain a high level of discretion and confidentiality.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate office equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Current classification and compensation design, techniques, planning and management; knowledge of labor negotiations practices and principles.
- Complex compensation and classification system development and maintenance, including concepts and principles, analysis techniques, job evaluation techniques, structure development and maintenance, and salary survey methodology
- Human Resources principles, practices, legal environment and trends.
- Strategic planning techniques and principles, policy development and analysis; business process design and improvement, and human resources best practices.
- Principles and techniques of public sector management.

Skill in:

- Data gathering, spreadsheet modeling, costing and statistical analysis.
- Planning and organizational analysis.
- Project and time management.
- Problem solving, conflict resolution and decision making.
- Formal presentation skills.
- Interpreting contracts, regulations and laws.
- Building consensus among individuals with conflicting viewpoints.
- Working in a political environment.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Skill in: (continued)

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Making decisions on compensation alternatives to be used in conjunction with contract negotiations.
- Using current office word processing, spreadsheet, database and email software programs.
- Using Excel and PowerPoint that include developing spreadsheets and presentations.
- Applying modern mathematical concepts and processes, interpret and present statistical information, and make accurate mathematical calculations.

Ability to:

- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Work under demanding and tight time constraints.
- Present statistical and narrative information in a useable and understandable format.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Maintain confidentiality of sensitive information.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: A Bachelor's degree in Human Resource Management, Public or Business Administration, or closely related field and four years of progressively responsible experience in compensation/classification administration, to include job evaluation and analysis. Certified Compensation Professional (CCP) is highly desirable. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally for the recruiting requirements.