



## Office of Human Resources

### HR Classification and Compensation Analyst Senior - CA2996

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#### General Statement of Duties

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.

#### 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 Staff, Classification and Compensation Analyst Associate, and Classification and Compensation Analyst Senior. Incumbents in this class are responsible to lead one or more projects needing an advanced degree of responsibility and difficulty, including the annual merit program, annual Pay Survey market pay analysis, collective bargaining surveys, prevailing wage determinations and administration, annual survey administration, Market Pay administration, and other large annual or recurring projects with agency level as well as 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 stakeholders in a proactive, results-oriented, and timely manner. Reviews 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.

Reviews and analyzes management requests for off-cycle pay adjustments; consults with management to develop methodology, conduct analysis, present recommendations, obtains necessary approvals, assists management and HR Business Partners with internal messaging, prepares system file loads, audits other Analysts' data loads, partners with internal stakeholders (HR Technology & Innovation, HR Service Center, HR Records) to implement outcomes, and audits post-loaded data to ensure accuracy.

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

Leads large annual classification and compensation projects or initiatives as required by city ordinance, career service rule, legal mandate (e.g., annual merit program, annual market study, minimum wage, collective bargaining surveys, etc.) or HR strategy as determined by HR leadership; plan, develop methodology, conduct analysis, socialize recommendations with relevant stakeholders, obtain necessary approvals, and implement outcomes.

Participates and supports internal OHR divisional 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.

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 Attorney's Office.

Prepares and presents complex qualitative or quantitative technical data and information; summarizes modeling, forecasting, and/or costing analyses for recommendations; collaborates with management or other stakeholders (City Attorney's Office, other OHR partners, other Class/Comp team members) to develop modified versions or additional/alternative scenarios; applies requested/agreed-to modifications, conducts additional scenarios, presents results from additional analyses, and provides recommendations and guidance to management on optimal scenario(s).

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 program requirements. Provides guidance and/or approves client group 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 as a subject matter expert 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.

By position, reviews and updates citywide list of equipment classifications used for classifying positions that operate various types of equipment and other internal process and procedure documentation and reviews and updates internal process documents.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of 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

Working with People – Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

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.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

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 and compensation concepts, principles, and practices related to evaluating and structuring positions within organizations and determining the appropriate job family, title, pay grade/range, FLSA category, pay level, etc.

Ability to analyze large, complex data in many forms to identify costs, trends, forecast program needs, and create predictive models.

### **Level of Supervision Exercised**

By position, performs lead work and/or supervises human resources staff.

### **Education Requirement**

Bachelor's Degree in Business Administration, Human Resources, or a related field.

### **Experience Requirement**

Five (5) years of professional level compensation administration experience.

### **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 required 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-12**

**FLSA Code: Y**

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

**Established By: LS**

**Revised Date: 5/5/23**

**Revised By: BM**

**Class History: 5/5/23: update minimum experience requirement. 7/30/2020: Updated General Statement of Class Duties, Distinguishing Characteristics, Guidelines and Level of Decision Making, and Essential Duties. Add HR to title.**