



SENIOR COMPENSATION ANALYST

JC: 000089
PB: N05
FLSA: Exempt

BU: 91
June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs the more complex and difficult work of staff responsible for providing professional level support directly related to management policies and business operations, financial analysis and control work; conducts management studies to evaluate the District's financial and performance efficiency; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this advanced journey level class possess a specialized, technical or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and customarily and regularly exercise discretion and independent judgment in the performance of all duties. This class is distinguished from the Principal Analyst classifications in that the latter performs the most complex duties assigned to the series, and may exercise full supervision over lower level staff. Duties to be performed relate to human resources, labor relations and other confidential areas.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Participates in the more difficult work of staff responsible for complex financial, statistical and program management analysis in assigned division area, including independently costing proposals for human resources or labor relations.
2. Evaluates efficiencies of District's administrative, operational and/or financial systems using financial, statistical and other management analysis techniques; presents studies to communicate findings and makes recommendations to senior management.

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3. Implements new systems, methods, procedures and programs, and ensures conformance of input documentation to existing labor agreements or management policies.
4. Responds to inquiries to analyze data extracted from the Human Resources Information System (HRIS) from other departments and divisions and all units within the Employee Relations Office. Stays abreast of the enhancements to the present application as well as new trends/software utilized to extract information from the database.
5. Conducts organizational studies and internal salary analyses for the purposes of providing consistent parameters for initial salary offers for new hires and promotions.
6. Provides technical expertise and direction for a variety of professional human resources management system projects and studies.
7. May train assigned employees in their areas of work, including budgeting and financial analysis methods, procedures and techniques.
8. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate.
9. Reviews invoices; determines budget conformity; reports discrepancies and billing adjustments.
10. Participates in special projects as assigned.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive budget and financial control program.

Principles of lead supervision and training.

Principles of financial and operational analysis.

Federal, State and local funding programs, associated guidelines and processes.

Principles and practices of project management.

Advanced principles and practices of accounting.

Financial, statistical and comparative analysis principles, techniques and formulas.

Principles and practices of project budget development, administration and control.

Principles and practices of procurement.

Principles and practices of system controls and data management

Methods and techniques of statistical, financial, economic and procedural analysis.

Principles and practices of financial record keeping and reporting.

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Current office procedures, methods and equipment including computers and supporting work processing and spreadsheet applications.
Applicable financial computer software applications.
Related Federal, State and local codes, laws and regulations.

Skill in:

Independently performing the most difficult financial and statistical analyses.
Interpreting, explaining and enforcing department policies and procedures.
Leading, organizing and reviewing the work of assigned staff.
Monitoring and reporting budget variances.
Analyzing problems, identifying alternative solutions and implementing recommendations.
Performing accurate complex financial calculations.
Utilizing, maintaining and updating computerized financial/project management systems and reports.
Developing, organizing, reviewing and analyzing technical documents, proposals, contracts and reports.
Making sound independent judgments within established guidelines.
Preparing clear, concise and complete statistical and analytical reports and other written correspondence.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, accounting, economics or a closely related field from an accredited college or university.

Experience:

Three (3) years of (full-time equivalent) verifiable professional budgetary, financial or management analysis experience. Experience related to human resources or labor relations preferred.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

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Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEO-1 BART Job Group: 3500

Safety Sensitive: No