



## CLASSIFICATION AND COMPENSATION ANALYST

JC: 000336

PB: N04

FLSA: Exempt

BU: 91 (NR)

Created: July 2021

*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**

Under supervision, carries out professional level classification and compensation functions and assists in the management of the District's Classification and Compensation plans; develops and establishes new/revised job classification specifications; conducts salary analyses and reviews; oversees the temporary backfill and upgrade request process; provides assistance on various classification and compensation projects; maintains classification data and history files; assists with the costing of grievance settlements and contract proposals; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the journey level classification in the Classification and Compensation Analyst series and is responsible for performing specialized analytical and complex work. Positions at this level possess a specialized, technical or functional expertise in the area of assignment. Employees are typically assigned significant responsibilities at the journey level and customarily exercise discretion and independent judgment in the performance of all duties. Positions in this classification are flexibly staffed and can be filled by advancement from the entry level, or when filled competitively, by incumbents with prior experience. The Classification and Compensation Analyst is distinguished from the Senior Classification and Compensation Analyst in that the former is responsible for independently performing assigned day-to-day duties and routine functions performed in the Classification and Compensation/ HRIS Division, whereas the latter is responsible for leading assigned functions within the Division and handling escalated and/or complex issues and tasks.

### **REPORTS TO**

Supervisor of Compensation and Analytics

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

1. Develops and finalizes new and revised job classification specifications; conducts background research, classification and salary surveys, job analyses, and related analytical work to inform process; coordinates and tracks pending requests to ensure timely completion; may participate in meet and confer process with unions.
2. Manages temporary backfill and upgrade request process for assigned departments; ensures compliance with District and CalPERS rules and regulations; coordinates requests with other functions – including Payroll, Time Accounting & Administration Division (TAAD), Operating Budgets and Talent Acquisition – as needed.

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Participates in processing mass salary increases, including general rate increases and cost-of-living adjustments, for all employee groups; performs a wide-range of calculations to validate the accuracy of mass salary increases and identify any needed updates to employee records.

3. Reviews and processes special pay requests and manages all subsequent updates.
4. Reviews and analyzes proposed starting salaries and makes approval recommendations to senior Classification and Compensation staff.
5. Responds to inquiries from employees and the public in a timely and courteous manner; responds to classification and salary survey requests from other employers and outside organizations.
6. Conducts compensation and benefit surveys; collects and analyzes data; and may prepare written recommendations.
7. May assist with costing labor grievance settlement payments and proposals arising from negotiations with unions.
8. Stays abreast of trends, legislation and innovations in the human resources field.
9. Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Operations, services, and activities of public sector human resources departments
- Principles, practices, and concepts of job classification and compensation administration
- Human Resources Management Systems, such as Oracle, PeopleSoft, and/or Workday
- Principles and techniques of assorted mathematical disciplines, including arithmetic, algebra and statistics
- Methods and techniques of research and data collection and analysis
- Principles and standards of business writing
- Related federal, state, and local laws and regulations

#### **Skill/Ability in:**

- Performing job classification and evaluation duties and/or related human resources functions
- Interpreting, explaining, and enforcing policies, procedures and laws
- Conducting compensation and benefits surveys and analyzing related data
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships
- Applying mathematical principles in daily work, including leveraging advanced functionality of MicroSoft Excel and other applications to do so
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Utilizing a wide range of computer applications to perform assigned duties, including Microsoft office suite and human resources management systems

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### **MINIMUM QUALIFICATIONS:**

#### **Education**

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Human Resources or a closely related field.

#### **Experience**

The equivalent of two (2) years of full-time professional level experience in classification and compensation or a closely related human resources function.

#### **Substitution**

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; exposure to computer screens.

#### **Physical Conditions**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professional  
**Census Code:** 0630 – Human Resources Workers  
**Safety Sensitive:** No