



MANAGER OF COMPENSATION AND ANALYTICS

JC: 000287

PB: 9

FLSA: Exempt

BU: 95 (NR)

Created: January 2012

Revised: June 2019

*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 direction, manages the activities and operations of the Compensation and Analytics Division of the Human Resources Department, which is responsible for the development, implementation, and maintenance of the Districtwide classification and compensation programs that will attract, retain, and engage qualified employees; oversees research, compensation studies, job evaluation and job description development; oversees labor analytics function, including financial and data-based analysis in support of human resources and labor relations programs and policies; provides highly responsible and complex administrative support to the Director of Human Resources; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial-level classification which directs, through subordinate professionals, the districtwide classification and compensation and labor analytics functions within the Human Resources Department and is accountable for developing and promoting the accomplishment of Departmental goals and objectives. This classification is distinguished from the Director of Human Resources in that the latter has management oversight responsibility for all divisions within the Human Resources Department, including Talent Acquisition, HRIS & Benefits, Workforce Development and Leave Management.

REPORTS TO

Human Resources Director or his/her designee.

EXAMPLES OF DUTIES— *Duties may include, but are not limited to, the following.*

1. Manages, supervises and coordinates activities of the Compensation and Analytics Division of the Human Resources Department.
2. Develops, implements and provides ongoing evaluation of compensation programs throughout the District that contribute to the organization's ability to attract, retain and engage qualified employees.
3. Oversees and provides complex analysis and research in support of negotiations with labor unions, resolution of grievances and formal arbitrations; develops and tracks metrics to monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

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4. Researches and analyzes salary data for the purposes of approving salary offers for newly hired or promoted employees. Develops complex reports of salary and other employee related data for the purposes of salary analysis and other related human resources activities.
5. Collaborates with subject matter experts in conducting job analysis for BART positions; develops new job descriptions and updates existing job descriptions.
6. Advises BART employees, supervisors and management staff on a variety of District human resources matters; exercises central management oversight in the development, implementation and communication of compensation-related administrative policies.
7. Collaborates with information technology staff and other District stakeholders and administrators in the development and enhancement of HR system; documentation and procedures for proper use of HR systems.
8. Meets with other department and division managers and outside agencies regarding compensation and other human resources and payroll operational issues; provides responses to outside agencies for various surveys of data.
9. Ensures approval of temporary placement of employees via upgrade or temporary staffing agencies while recruitments are conducted for permanent appointments to positions.
10. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
11. Coordinates activities between departmental divisions to ensure efficiency and effectiveness of service departmental operations; monitors delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
12. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to assigned human resources services programs, policies and procedures as appropriate.
13. Interprets District policies and procedures for employees; explains programs and resolves issues.
14. Serves as the liaison with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
15. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon District operations; recommends and implements equipment, practice and procedural improvements.
16. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.

17. Attends and participates in professional group meetings; stays abreast of new trends, legislation and innovations in the field of personnel services/human resources management.

18. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- HR Management principles related to comprehensive classification and job evaluation programs.
- HR Management principles related to systems development.
- Project management methods and techniques.
- Operational characteristics, services and activities of a comprehensive human resources program including human resources information systems, and compensation and classification programs.
- Principles and practices of human resources program development and administration.
- Methods and techniques of implementing effective human resources programs in a cost-effective manner that is also responsive to the needs of the larger organization.
- Principles and practices of contract administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Related Federal, State and local laws, codes and regulations.
- Extracting and evaluating data.
- Conducting independent research and analysis.
- Conducting interviews.

Skill in:

- Overseeing and participating in the management of a comprehensive human resources program.
- Selecting, supervising, training and evaluating staff.
- Participating in the development and administration of division goals, objectives and procedures.
- Overseeing the work of contracted consultants and plan administrators.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Overseeing the maintenance of District personnel files and records.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- 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, Human Resources, or a related field.

Experience:

Five (5) years of (full-time equivalent) verifiable professional human resources management experience in the area of classification and compensation, which must have included at least two (2) years of supervisory and administrative experience.

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.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0136 – Human Resources Workers
Safety Sensitive: No