SENIOR ANALYTICS & COMPENSATION ANALYST

JC: 000089
PB: 5
FLSA: Exempt

BU: 91 (NR)
Created: June 2015
Updated: December 2020

*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, performs complex and difficult data analysis and reporting functions in support of the Human Resources and Labor Relations Departments; performs a broad range of duties directly related to management of the District's classification and compensation plans, management policies, business operations, and financial analysis and control; conducts management studies to evaluate the District's financial and performance efficiency; provides responsible and complex staff assistance during contract negotiations; and, performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level classification within the Compensation & Analytics Division of the Human Resources Department and is responsible for providing human resources analytics support; labor and management costings, analysis and studies related to labor relations, and support in managing the District's classification and compensation plans. Positions at this level 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 classification is distinguished from the Senior Classification and Compensation Analyst classification in that it is primarily responsible for analytics and compensation functions, whereas the latter is primarily responsible for classification and compensation functions.

REPORTS TO

Supervisor of Compensation and Analytics

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

1. Performs the more difficult work of staff responsible for complex financial, statistical and program management analysis, including independently costing grievance settlement payments and proposals arising from negotiations with labor unions.

2. Performs complex duties related to management of the District's compensation plan; and, provides supports for management of the classification plan on a project basis, when assigned.

3. Develops and implements new systems, methods, procedures and programs, and ensures conformance of input documentation to existing labor agreements and/or management policies.

4. Responds to inquiries to extract and/or analyze data from the Human Resources Information System (HRIS) from other departments and divisions throughout the District. Stays abreast of the enhancements to the present application as well as new trends/software utilized to extract information from the database.

5. Evaluates trends, practices and patterns in human resources and labor relations; analyzes data; prepares reports and documentation; recommends modifications to programs, policies and procedures; maintains accurate information, documentation and records. Provides technical expertise and direction for a variety of professional human resources management system projects and studies.

6. May provide lead instruction to small groups of employees on assigned projects related to budgeting and financial analysis of labor costs, and related procedures and techniques.

7. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate.

8. Responds to and resolves employee inquiries in a courteous manner; provides information within the area of assignment.

9. 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 system controls and data management
- Methods and techniques of statistical, financial, economic and procedural analysis
- Principles and practices of financial record keeping and reporting
- Current office procedures, methods and equipment including computers and supporting work processing, spreadsheet applications, and web-based organization and communication programs and platforms
- Applicable financial computer software applications
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:
- Independently performing the most difficult financial and statistical analyses
- Interpreting, explaining and enforcing laws, 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:
Possession of a Bachelor's degree in Business or Public Administration, Accounting, Finance, Economics, Data Analysis or a closely related field from an accredited college or university.

Experience:
The equivalent of three (3) years of full-time 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.

WORKING CONDITIONS

Environmental Conditions:
Office environment; exposure to computer screens.

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

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0640 – Compensation, Benefits, Job Analysis Specialist
Safety Sensitive: No