



SENIOR CLASSIFICATION AND COMPENSATION ANALYST

JC: 000219
PB: 5
FLSA: Exempt

BU: 91 (NR)
Created: June 2019
Revised: 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 general supervision, provides highly technical subject matter expertise on classification and compensation projects and assignments, including those related to salary analysis and determinations, market pricing, and salary administration; develops and establishes new and updated classification specifications; partners with various departments to settle classification and compensation discrepancies with unions; maintains classification data and files; administers BART's temporary upgrade process; performs labor relations costing functions, including grievance settlement and/or contract proposal costings; and performs related duties as required.

CLASS CHARACTERISTICS

This is the professional advanced journey level class in the Classification and Compensation Analyst series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment. 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. Positions in this classification are flexibly staffed and can be filled by advancement from the journey level, or when filled competitively, by incumbents with prior full journey level experience. This classification is distinguished from the Classification and Compensation Analyst in that the latter is responsible for independently performing assigned day-to-day duties and routine functions performed in the Classification and Compensation/ HRIS Division, whereas the former 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. Performs complex and sensitive work in the areas of classification and compensation administration, data analysis and reporting, and labor costing; provides highly technical and analytical subject matter expertise on assigned projects and tasks; responds to and addresses various compensation and classification related issues.
2. Analyzes salaries, market pricing and salary administration of District pay programs; works with external consultants to manage, develop, implement, and administer compensation related studies and projects.

3. Establishes new or updated job classification descriptions; partners with various departments on union issues related to classification and compensation matters; maintains job classification descriptions.
4. Advises departments on classification and compensation requests and issues; recommends compensation adjustments; makes recommendations for allocation or reallocation of positions; develops and updates job descriptions.
5. Calculates annual wage increases; reviews, coordinates, and validates human resources and compensation-related pay transactions.
6. 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.
7. Develops and conducts compensation and benefit surveys; determines scope of survey; collects and analyzes data; makes written recommendations on results.
8. Manages and administers the District's temporary upgrade process; works with managers to determine temporary upgrade needs, identifies candidates, and manages and administers approval process.
9. Prepares reports, presentations, and related documentation; maintains accurate records and files.
10. Responds to employee requests and public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
11. May provide lead direction to other employees for specific functions and/or projects.
12. Stays abreast of trends, legislation, and innovations in the field of human resources.
13. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of personnel services programs in assigned area of recruitment, selection, classification, compensation, benefits, or worker's compensation program administration
- Principles and practices of personnel services management
- Principles and practices of benefits program administration
- Principles and practices of classification and compensation program administration
- Methods and techniques of research and data collection and analysis
- Methods and techniques of designing and conducting applicant testing and assessment programs
- Principles and practices of human resource management, compensation, and classification
- Principles of advanced report writing
- Advanced methods and techniques of implementing personnel services in assigned program areas
- Related Federal, State, and local codes, laws, and regulations

Skill/Ability in:

- Performing advanced and highly analytical duties in assigned area, including recruitment and selection, job evaluation, classification, and compensation, benefits, or worker's compensation program administration
- Interpreting, explaining, and enforcing department policies and procedures
- Analyzing complex problems, identifying alternative solutions, making recommendations
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Conducting compensation and benefits surveys and analyzing data
- Performing classification job evaluation duties
- Preparing clear and concise reports and documentation
- 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 Administration, Public Administration, Human Resources, or a related field from an accredited college or university.

Experience:

The equivalent of three (3) years of professional verifiable experience in classification and compensation, human resources, or related experience.

Or

The equivalent of three (3) years of professional verifiable experience in professional budgetary, financial or management analysis experience.

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 sitting for prolonged periods of time.

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