



SENIOR CLASSIFICATION AND COMPENSATION ANALYST

JC: 000219

PB: 5

FLSA: Exempt

BU: 91 (NR)

Created: 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 supervision, provides highly technical subject matter expertise on compensation and classification projects and assignments including in salary analysis, market pricing, salary administration; establishes new/updates classification specifications; partners with various departments to settle compensation/classification discrepancies with unions; maintains classification data and files; manages and administers BART's temporary upgrade process; performs related duties as required.

CLASS CHARACTERISTICS

This is the professional advanced journey level class in the 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. This classification is distinguished from the Senior Analytics and Compensation analyst in the latter is performs complex and difficult data analysis and reporting functions in support of the Human Resources and Labor Relations Departments.

REPORTS TO

Supervisor of Compensation and Analytics

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

1. Provides highly technical and analytical subject matter expertise on compensation and classification projects and assignments; respond to and address various compensation and classification related issues.
2. Performs complex and sensitive personnel analyses involving compensation and classification, recruitment and selection strategies, and benefits cost containment issues; responds to and resolves concerns.
3. Analyzes salaries, market pricing and salary administration of District pay programs; works with external consultants to manage, develop, implements and administer compensation

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related studies and projects.

4. Establishes new or updates classification descriptions; partner with various departments on union issues related to compensation and classification matters; maintain classification descriptions.
5. 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.
6. Calculates annual wage increases; reviews, coordinates, and validates human resources and compensation-related pay transactions.
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 manage and administers approval process.
9. Prepares reports, presentations and 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. Stays abreast of trends, legislation and innovations in the field of human resources.

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 level 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

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applications

- Conducting compensation and benefits surveys and analyzing data

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- 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, Public Administration, Human Resources, or a related field from an accredited college or university.

Experience:

Three (3) years of professional verifiable experience in classification and compensation, human resources or related 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