



## CLASS SPECIFICATION

<b>Class Title:</b>	Compensation & Classification Analyst	<b>Class Code:</b>	3313
<b>Department:</b>	Human Resources	<b>Grade:</b>	26
<b>FLSA:</b>	Exempt	<b>Eff. Date:</b>	1/1/2022

### GENERAL PURPOSE

Under general guidance of the Deputy Director of HR, serves as an analyst in classification, compensation, and labor market analysis to develop and implement effective county-wide compensation strategies.

### EXAMPLE OF DUTIES

Operates the County's wage administration programs. Conducts position reviews, job re-classification studies, job pricing and grade placement. Performs cost analysis for compensation programs and projects. Prepares statistical reports; presents and interprets information to various groups.

Conducts and participates in salary surveys, and market compensation data analyses. Collects and compares data on industry standards and best practices. Compiles, summarizes, and presents recommendations for COLA/market adjustment increases.

Ensures compliance of compensation practices with established policies, employment law and regulations. Serves as a resource in matters related to compensation programs and FLSA compliance. Stays up-to-date with employment law and regulations that impact compensation and classification.

Maintains job classifications and Position Control Numbers (PCN) databases. Conducts evaluations of existing and proposed job classifications. Reviews, analyzes, and evaluates positions for proper classification, grade placement, FLSA exemption, and other job-specific requirements. Creates and updates job descriptions. Administers the County classification plan and grade allocation system.

Advises on external and internal pay equity. Works closely with HR generalists and departments' leadership to consult on compensation and classification challenges. Identifies and implements creative solutions with minimal direction.

Assists departments with preparation of annual compensation-related budgets. Works closely with the Clerk/Auditor's department to prepare budget projections and presents the results to budget committee.

May function as a Human Resources Generalist to consult and advise assigned departments with various personnel matters, including employee relations, training, promotion and selection, performance planning and evaluation, communications, FMLA, ADA regulations, diversity, and rewards and recognition.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

- Education and Experience:**



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Graduation from an accredited college or university with a Bachelor’s degree in Human Resource management, Business or Pubic Administration or a closely related field, plus four (4) years of professional human resource experience in compensation and classification.

**Preference for** compensation and classification experience in a government entity; Certified Compensation Professional (CCP) designation.

2. **Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** HR management practices and principles; compensation analysis and strategies; federal and state employment laws and regulations; specifics of public administration.

**Skill in:** statistical and analytical software; high proficiency with Microsoft Office (Excel, Word, Powerpoint, etc.), web-based interactive applications; organization and project management.

**Ability to:** make sound and independent judgement; analyze statistical data; exercise discretion and demonstrate integrity; be detail-oriented; work independently and as a team member; make public presentations; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

### WORKING CONDITIONS

Work performed in typical office environment, with prolonged sitting. Maintain concentration for extended periods of time.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

#### Approval Information

Date:	12/23/2021
Department Approval:	Ric Higbee
Classification Approval:	Marina Brito