

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73645
Job Class Code:	360	Salary Schedule:	ASRRCCOMP
EEO Category:	02	Grade:	19
Workers Comp Code:	8810		

Job Code Established:	07/01/97	Effective Date:	
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Personnel Management Series

JOB CODE TITLE: CLASSIFICATION COMPENSATION ANALYST

HRIS TITLE: CLASS COMP ANALYST

CHARACTERISTICS OF THE CLASS: Works under general supervision. Has signature authority for all covered-service establishment and reclassification requests. As a technical specialist, performs professional personnel work in the area of classification and compensation which includes providing technical advice and counsel; evaluating positions to determine relative worth; planning and conducting salary surveys; developing class specifications; and presenting and defending recommendations to agency and department management and staff. Work product consists of appropriately classified/graded classifications/positions; validated salary survey data; newly developed/modified class specifications; completed audit reports detailing/defending recommendations. Responsible for reviewing submitted requests; conducting internal and external telephone or desk interviews as necessary to obtain pertinent compensation information and/or to gain a clearer understanding of the position or class under review; and performing all research and analysis required to determine the relative market and internal value of the position or class.

EXAMPLES OF DUTIES: Reviews, analyzes, and evaluates positions to determine relative worth and makes classification/grade assignments within delegation of authority. Conducts reviews to determine appropriate classification title and/or salary level for new or modified classes. Conducts on-site and telephone audits for the purpose of obtaining additional information necessary to gain a clearer understanding of the position under review. Plans and conducts salary surveys, analyzing survey and other data to assess relative worth, internal equity, and external competitiveness. Provides technical assistance and consultation to agency management in order to facilitate organizational and functional planning. Develops class specifications detailing distinguishing characteristics; level of responsibility and authority; applied knowledge, skills, and abilities; and major work activities. Conducts targeted salary surveys, feasibility studies, wage analyses, telephone, supervisory and employee (desk) audits, often on site and statewide.

Determines appropriate Fair Labor Standards Act (FLSA) designations, requiring in depth review and interpretation of Department of Labor rules and regulations. Assures that the basic principle of "Equal pay for equal work" is sought for classifications decisions regarding both covered and uncovered positions. Plans, conducts and participates in Classification Maintenance Review (CMR) process designed to review agency-wide classifications and recommend appropriate changes. Prepares position analyses, CMR reports, position papers, various memorandum and letters for own and supervisor/Human Resources Directors and Agency Directors use or signatures. Travels to work sites to conduct audits and special studies. Performs related work as required.

WORK CONDITIONS: Works in a standard office environment. Requires extended periods of concentration in reviewing documentation and performing research and analysis. May require close viewing of computer screen; occasional travel outside of office environment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the theories, concepts, principles and techniques of all functional areas of position classification under the State Classification Plan; salary survey methods and techniques; state government organization, operation, processes and procedures; rules and regulations sufficient to appropriately interpret and apply to classification and compensation issues and merit system principles; the structure, functions, mission, objectives of assigned state organizations (department or agency or commission or board) and their relationships to other state organizations; personnel rules and Fair Labor Standards Act, as amended; Human Resources Management principles and practices.

Skill/Ability to: effective written communication skills to produce detailed, clear and concise audit reports in support of determined recommendations or compensation reports; excellent oral communication skills in presenting and defending recommendations; research and analytical skills sufficient to compile supporting information from a wide variety of sources, and to organize facts and draw clear and logical conclusions; interpersonal skills in developing and maintaining effective working relationships; basic math and algebra to obtain and evaluate related compensation data.

Experience and Education: Typical ways to obtain the KSAs would be:

- Three years of experience in professional personnel work.
- A Bachelor's degree in Personnel Management or a related field may substitute for one year of the professional personnel work experience.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.