SENIOR COMPENSATION ANALYST

Basic Purpose:

Positions in this job are responsible for professional human resources activities in the area of evaluating and analyzing compensation data. These positions assist in the centralized, ongoing administration of compensation programs at the department.

Typical Functions:

- Responsible for analyzing and evaluating compensation data as it relates to the various pay programs at the department. Conducts/analyzes wage and salary surveys as appropriate to determine current market position of jobs within the department. Maintains a current database of market related data for all department jobs.

- Prepares management information reports from a variety of information systems to compile and report department wide compensation information to assist human resources staff, and department leaders in decisions concerning pay. Evaluates existing information reports and recommends improvements; also designs proposals for new compensation related information reports.

- Serves as a central advisor for field human resources personnel in matters related to compensation programs, and overtime (FLSA) issues; ensures field HR specialists have current and accurate compensation information and related policies/procedures; designs and conducts specialized training as appropriate.

- Assists in the evaluation of department compensation programs to ensure effective, consistent utilization of department fiscal resources in the area of pay programs. Assists in collecting and analyzing data to support the preparation of recommendations concerning compensation programs to include business process issues.

- Serves as a resource for the interpretation of laws, rules, and policy/procedures related to compensation and performance management programs for the department; reviews and evaluates proposed legislation related to department pay programs.

- Performs cost analyses for current and proposed compensation programs and serves as a resource for benefit program cost analysis.

SENIOR COMPENSATION ANALYST

- Reviews allocation and reallocation requests for both Classified and Unclassified positions. Recommends appropriate job family level for Classified positions and pay band assignment for Unclassified positions.

Knowledge, Skills, and Abilities:

Knowledge of human resource management practices and procedures; of compensation analysis and evaluation; of federal and state laws and rules concerning human resources management; of the principles and practices of administration; of information technology; of statistics (descriptive/inferential). Knowledge of, and skill in the use of appropriate information technology with an advanced knowledge of accounting-related programs and software utilized in the production of customized reports. Ability to review and analyze human resources and compensation program data; to analyze and interpret statistical data using accepted statistical techniques; to maintain effective working relationships; to communicate effectively both orally and in writing; the ability to work on several projects simultaneously.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Master's degree in public administration, business administration, human relations, finance or accounting; or a Bachelor's degree and one (1) year of professional human resources, finance or accounting experience; or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the required education.

Note: Experience which was incidental to or not a major responsibility or duty of the position shall not be accepted as qualifying.