



NEW: Submitted:
07/01/2022 05/10/2022

JOB TITLE:	ANALYST COMPENSATION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8760
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Researches job requirements and evaluates job positions to ensure the district is competitive in areas of salaries and employee benefits; ensures District positions reflect internal and external (market) consistency; collaborates with cross-departmental teams; ensures compliance with federal, state statues and District policies and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Researches workforce compensation trends
- Computes employee pay based on Board approved salary schedules and Salary Placement Rules
- Establishes employee salary placement by verifying qualified work experience and education
- Supports District staff during collective bargaining agreement negotiations
- Collaborates with HR staff to ensure job descriptions accurately reflect the work being performed by incumbents
- Collaborates with HR and Finance to ensure compliance with salary schedules
- Collaborates with HR and Finance staff to ensure consistency and accuracy across job classifications
- Conducts data analyses and provides reports to district leaders regarding compensation and job analysis
- Gathers data from market-based compensation surveys and other sources and reports trends to district leaders
- Uses spreadsheets and other analysis instruments to preform data analysis
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weight.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years of experience in human resources, finance, or workforce development

DESIRABLE QUALIFICATIONS

- Experience in compensation analysis
- Human Resources Certification
- Experience in a diverse workplace