



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 statutes 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 perform 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