

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CLASSIFICATION/COMPENSATION ANALYST

**Class Code: 4285
Grade: 57**

CLASS DEFINITION AND SUMMARY:

Under administrative supervision, coordinates, manages, and supervises a Classification/Compensation program.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

- Conducts classification reviews of positions in a class or group of classes to maintain equity in the classification and pay system.
- Collaborates with Human Resources Consultants in the analysis and review of job classification and reclassification requests; quality controls the job classification process for both existing and newly created positions, performing job audits, as appropriate.
- Analyzes jobs using personal interviews, questionnaires, and existing class descriptions; analyzes results to determine and validate facts related to the duties and accountabilities of positions. Presents final data in concise class descriptions to reflect job content, level, compensable factors and relationships to other jobs.
- Evaluates and recommends classification and range placement of jobs utilizing job descriptions and an objective point factor evaluation pay plan.
- Confers with management, departments, employees, and bargaining units regarding classification and compensation requests; coordinates with Finance Department regarding budgetary concerns; obtains required approvals; advises departments on recommendations and coordinates the implementation of approved requests, as appropriate.
- Interprets Human Resources policies and procedures; responds to requests for information and assistance from employees, management, outside agencies, and the public.
- Conducts wage and salary surveys within labor market to determine competitive rates; cooperates with other agencies and private firms by responding to survey inquiries.
- Recommends to management additions or changes to compensation program based on analysis of such surveys.
- Develops, writes, and maintains job descriptions to accurately describe job content; chairs job description review committee meetings.
- Maintains and updates classification/compensation databases and the job description web site.
- Prepares written statistical reports related to classification and compensation; conducts compensation surveys to determine district's salary relationship to competitors using appropriate statistical methodology.
- Provides input for the evaluation of assigned staff.
- Assists in conducting test research and establishing pass points for written exams; assists in scoring exams and notifying candidates of their test results.
- Facilitates requests for testing and administers written tests.
- Researches best practices; develops positive approach to identify compensation issues and develop solutions.
- Conforms to safety standards as prescribed.
- Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves complex, responsible duties requiring substantial judgment and analytical ability related to the functions of employee compensation and reclassification.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of district employee reclassification and compensation procedures.
- Knowledge of computer applications related to reclassification and compensation process.
- Knowledge of job analysis and job evaluation principles, methods, and procedures.
- Knowledge of application of objective point factor system related to reclassification.
- Knowledge of and ability to design and maintain databases and spreadsheets.
- Excellent oral and written communications skills.
- Ability to analyze data to assist in determining competitive wage rate trends by utilizing human resources systems.
- Ability to analyze complex compensation data and make logical conclusions.
- Ability to manage and coordinate project resources.
- Ability to interpret, explain, and apply written and oral procedures pertaining to employee reclassification.
- Ability to perform mathematical computations and analysis.
- Ability to use good judgment and discretion with sensitive, confidential issues and projects.

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to contribute to the efficiency and effectiveness of the department's service to district staff by offering suggestions and directing or participating as an active member of a work team.

Ability to set goals and enforce deadlines, while maintaining flexibility to reassess and prioritize goals.

Ability to gather or collect data to prepare complex reports on own initiative, or as directed, and make presentations.

Ability to gain cooperation and conformance without authority.

Ability to supervise and evaluate assigned staff.

Ability to work cooperatively and collaboratively with management, staff, and other agencies.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in personnel, public, or business administration or graduate courses in these or other directly related fields; and,

Three (3) years of progressively responsible, diversified, professional work experience.

LICENSES AND CERTIFICATES:

Valid Class C Nevada Driver's License.

DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (e.g., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript, if applicable.
3. Valid Class C Nevada Driver's License.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Central Human Resources Division, schools, other district facilities, and travel to outside agencies.

Strength: Sedentary to medium – exert force 20-50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs., constantly.

Physical Demands: Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials and VDT screens.

Environmental Conditions: Climate controlled office settings and exposure to moderate noise intensity levels.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, modems, telephones, fax machines, copy machines, and all other standard office equipment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

10/06/89

Revised: (10/30/90, 08/13/04; 07/15/05)