

# Classification / Compensation Analyst

## Position Details

Class Code: 4285

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under administrative supervision, coordinates, manages, and supervises a classification/compensation program.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Conducts position classification reviews in a class or group of classes to maintain fairness in the classification and pay system.
2. Collaborates with Human Resources Consultants in analyzing and reviewing job classification/reclassification requests; ensures quality control of job classifications for new/existing positions; performs job audits, as appropriate.
3. Analyzes jobs using personal interviews, questionnaires, and existing class descriptions; determines and validates positions' duties/responsibilities. Presents final data in concise class descriptions to reflect job content, level, compensable factors, and relationships to other jobs.
4. Evaluates and recommends classification and range placement of jobs utilizing job descriptions and objective, points-based evaluations.

5. Confers with management, departments, employees, and bargaining units regarding classification/compensation requests; coordinates with Finance Department regarding budgetary concerns; obtains required approvals; advises departments on recommendations and coordinates implementation of approved requests, as appropriate.
  6. Interprets Human Resources policies and procedures; responds to inquiries from employees, management, outside agencies, and the public.
  7. Conducts labor market surveys to determine competitive compensation rates; responds to survey inquiries from other organizations.
  8. Analyzes surveys and recommends compensation program improvements to management.
  9. Develops, writes, and maintains job descriptions to accurately represent job content; chairs job description review committee meetings, etc.
  10. Maintains/updates classification/compensation databases and the Clark County School District's job description website.
  11. Prepares statistical reports regarding classification and compensation; conducts compensation surveys to compare District salaries with competitors, using appropriate statistical methodology.
  12. Provides input for the evaluation of assigned staff.
  13. Assists in conducting test research and establishing passing scores for written exams; assists in scoring exams and notifying candidates of their test results.
  14. Facilitates requests for testing and administers written tests.
  15. Develops positive approaches for identifying compensation issues and developing solutions; researches best practices.
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves complex, responsible duties requiring substantial judgment/analytical ability regarding employee compensation, classification, and reclassification functions.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of District employee classification, reclassification, and compensation procedures.
2. Knowledge of work-related computer applications.

3. Knowledge of job analysis/evaluation principles, methods, and procedures.
  4. Knowledge of objective, points-based classification systems.
  5. Knowledge of and ability to design/maintain databases and spreadsheets.
  6. Excellent verbal and written communication skills.
  7. Ability to assist in determining competitive compensation rates by analyzing data and utilizing human resources systems.
  8. Ability to analyze complex compensation data and make logical conclusions.
  9. Ability to manage and coordinate project resources.
  10. Knowledge of District operations.
  11. Ability to interpret, explain, and apply written/verbal procedures.
  12. Ability to perform mathematical calculations and statistical analyses.
  13. Ability to use strong judgment and discretion with sensitive, confidential issues/projects.
  14. Ability to contribute to the department's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
  15. Ability to set goals and enforce deadlines while maintaining flexibility to reassess/prioritize goals.
  16. Ability to gather data in preparing complex reports on own initiative, or as directed; able to make presentations.
  17. Ability to gain cooperation and conformance without authority.
  18. Ability to supervise and evaluate assigned staff.
  19. Ability to work cooperatively and collaboratively with management, staff, and other agencies.
  20. Ability to recognize/report hazards and apply safe work methods.
  21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Any combination of training, experience, and education equivalent to graduation from an accredited college/university with a bachelor's degree in personnel or public/business administration (or graduate courses in directly-related fields), and three (3) years' progressively responsible, diversified, professional work experience.

## **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD Human Resources Division (HRD), schools, other District facilities, and travel to outside agencies.

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## **Work Environment**

### **Strength**

Sedentary/medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, copiers, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/07/23
- Created: 10/06/89