



CLASSIFICATION AND COMPENSATION SPECIALIST

Position Purpose

The purpose of this position is to support District efforts to create and maintain standardized, and equitable classification and compensation systems for employee groups. Under limited supervision, this position will partner with organizational leaders to develop an understanding of district operations in order to aid in the definition of scope and nature of job assignments throughout the system. This position supports the develop job specifications and job descriptions that meet district needs, preforms complex job analyses, provide ongoing updates to classification specifications and job descriptions, aids in the development and implementation of internal processes and procedures focused on internal pay equity, compensation, and classification practices. By providing research, analysis, and recommendations related to district goals, the incumbent in this role will support workforce development and employee retention. May be assigned to support labor negotiations, strategic planning, and recruitment and retention efforts.

Supervisory Relationship

This position is supervised by the Director of Human Resources and may receive direction of department administrators. This role does not directly supervise others but may provide relevant input to department administrators to support the process.

Essential Functions

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Prepare, review, and evaluate existing and proposed job classifications and job descriptions to determine appropriate designation of exempt and non-exempt positions in accordance the Fair Labor Standard Act (FLSA).
2. Support district pay compliance with applicable collective bargaining agreements, federal and state laws, including reporting requirements.
3. Supports appropriate salary placement by conducting analysis of applicable Oregon pay equity factors, recommends step placement, and research and provides advice on the resolution of classification and salary complaints.
4. Research job and worker requirements, structural and functional relationships among jobs and occupations, and occupational trends.
5. Advise managers and employees on state and federal employment regulations, collective bargaining agreements, compensation policies and classification procedures.
6. Provide guidance on classification and compensation practices to Human Resource team members. Able to provide subject matter expertise within the context of compensation and may provide leadership, training, work direction and guidance to entry and professional level human resources staff and consultants.
7. Perform multifactor data and cost analyses that may be used to support the collective bargaining process.
8. Prepare reports, such as organization and flow charts and career path reports, to summarize job analysis and evaluation and compensation analysis information. Develops procedures and process documentation.
9. Plan, develop, evaluate, improve, and communicate methods and techniques for selecting,

- promoting, compensating, evaluating, and training workers.
10. Assess need for and develop job analysis instruments and materials.
 11. Consult with, or serve as, technical liaison between business, industry, government, and union officials.
 12. Observe, interview, and survey employees and conduct focus group meetings to collect job, organizational, and occupational information.
 13. Analyze organizational, occupational, and industrial data to facilitate organizational functions and provide technical information to business, industry, and government.
 14. Plan and develop curricula and materials for training programs and conduct training.
 15. May be assigned to support job advertisements and recruitment strategies.
 16. Assist in preparing and maintaining personnel records and handbooks.
 17. Provide assistance and support for team members and projects as needed.
 18. Maintain positive and effective working relationships with department staff, school personnel and community members from diverse cultures or backgrounds.
 19. Maintain regular, prompt, and predictable attendance.
 20. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of State and Federal laws, statues, rules, codes, and regulations governing compensation/benefits and HR function. Including an in-depth understand and ability to effectively tenets of the Oregon Equal Pay Act.
2. Knowledge of career development and career laddering concepts, principles, and processes.
3. Knowledge of job analysis and job evaluation principles, methods, and procedures. Knowledge of statistical sampling and survey methodology.
4. Knowledge of compensation administration principles and procedures.
5. Ability to build and maintain effective work relationships at all levels.
6. Ability to communicate effectively orally and in writing. Prepare and deliver effective presentations.
7. Ability to design, develop and edit online sites and pages.
8. Ability to effectively manage competing priorities and projects. Ability to establish and meet deadlines.
9. General knowledge of Group and team behavior strategies that help organizations achieve goals and objectives.
10. General knowledge and understanding of policies and practices involved in employee safety, health and physical accommodations.
11. Skilled use of of standard office equipment, including standard software such as Microsoft Office suite or similar product. Intermediate or advanced skill in use of excel. Ability to learn and utilize specialized software application and Human Resources Information Systems (HRIS) software and or other business operating systems.
12. Ability to organize, tack, and analyze multifactor data sources.

Working Condition and Physical Requirements

Work is primarily performed indoors in a standard office well controlled office environment that may frequently include moderate to loud noise and interruptions. Exposures may include unpleasant interior temperatures, dirt, and communicable diseases, and may encounter distraught or difficult individuals.

The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to remain stationary for long periods of time, travel to various district locations, traverse uneven terrain. Possess the physical capability to perform all essential functions. Occasional attendance at meetings or other activities outside of normal working hours may be required.

Minimum Qualifications

Education:

- Bachelor’s Degree in Human Resources, Business Administration, Public Administration Finance, or other closely related field.

Experience:

- Minimum three (3) years of professional Human Resource experience in a general, specialist or analyst capacity. At least three years working in a public sector environment or with a medium to large private sector employer (300+ employees).
- Experience working and or consulting in a unionized environment highly preferred.
- Compensation and/or Classification experience highly preferred.
- Certificate as Compensation Professional (CCP) preferred.

Any equivalent combination of education and experience that provides the required expertise to perform the essential functions of the job may be considered as qualified by Human Resources.

(Note: Applicants may be considered who have comparable, but not identical, professional experience in public school custodial and/or maintenance or closely related field. To be considered, candidates must be able to demonstrate how their experience is equivalent to the stated minimum qualification)

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade/ work schedule	Grade 8/ 12-month work year
Created by	Karen Hardin, Director of Human Resources
Finalized	December 23, 2022