Working Job Title: Compensation and Classification Analyst

Job Title: HR Generalist 3	**Minimum $40,982.94**
Job Code HRP012	**Midpoint $58,547.06**
Pay Grade L	**Maximum $71,720.15**

JOB DESCRIPTION:

ARPA Grant funded position for two (2) years. Under general supervision, the Compensation and Classification Analyst is responsible for determining compensation and classification for the Georgia Public Defender Council employees; maintaining accurate job descriptions; participating in salary surveys; configuring salary transactions and analyzing experience for pay recommendations.

Essential Job Functions:

- Researches, analyzes and compiles statistics on compensation and job classifications to develop competitive job descriptions and classifications that align with industry standards and mission to ensure internal parity of compensation levels throughout agency.
- Prepares and maintains job descriptions for each position in the agency; ensures descriptions accurately reflect the work being performed.
- Configures salaries, pay adjustments and retroactive payments for various pay requests.
- Interviews and surveys employees and managers to gather and document job, agency, and occupational information including duties, responsibilities, and skills required by each job.
- Benchmarks jobs against survey data to determine competitive compensation ranges for each position.
- Assesses jobs and their respective duties to determine classification as exempt or nonexempt and appropriate salary range.
- Ensures compliance with federal, state and local compensation laws and regulations.
- Performs special projects as required.
- Performs other duties as assigned.
- Serves at the pleasure of the Executive Director.

Required Skills and Abilities:

- Knowledge of human resources and compensation processes.
- Knowledge of all federal, state and local regulations and compliance requirements related to employee compensation.
- Strong analytical skills and ability to interpret and communicate data.
- Excellent organizational and time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to manage databases; create charts, reports and graphs.
- Computer proficiency and technical aptitude with Microsoft products, including Excel.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

<u>Technical Competencies</u>:
- Knowledge of principles, concepts and professional standards of State of Georgia human resources administration, classification and compensation administration.
- Knowledge of the human resources disciplines, classification, compensation, etc.
- Knowledge of State Personnel Board rules, regulations, policies, and procedures
- Knowledge of research and installation methodologies.
- Ability to work effectively with a team.

<u>Entry Qualifications:</u>
Bachelor's degree from an accredited college or university OR four year of human resources experience. Note: An equivalent combination of education and job specific experience that provides the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-for-year basis.

<u>Certification/License:</u>
PHR, SHRM-CP, or CCP, preferred.

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