PRINCIPAL CLASSIFICATION & COMPENSATION ANALYST

Group-Section: Human Resources	**FLSA Status:** Exempt **Bargaining Unit:** ACE	**Salary Grade:** 56 **Job Code #:** YC50

JOB SUMMARY
This is the specialized advanced journey performing Principal Classification & Compensation Analyst job duties.

DISTINGUISHING CHARACTERISTICS
Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Expert: Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

Project Manager: Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Leads classification and compensation activities.

2. May review, analyze, and approve classification and compensation reports.

3. Leads or performs research, compilation, and analysis of market survey, organizational, occupational, comparator agency, or other data to respond to salary survey requests, conduct salary surveys, and prepare reports.

4. Provides technical expertise on classification and compensation issues and interprets and communicates classification and compensation policies and procedures. Respond to requests for information.

5. Plans and conducts classification and compensation studies, facilitate teams, reviews and recommends action to implement study results. Responds to employee inquiries.

6. Conducts classification and compensation analyses by reviewing and analyzing the components of a classification to ascertain the nature of work performed, identifying the appropriate classification, comparing the classification to other classifications and to market data, and writing comprehensive reports to include the recommendation.

7. Interviews employees, supervisors and managers, conduct job observations, and/or focus group meetings to collect job and organizational.

8. Provides information regarding classification and compensation related issues in support of labor negotiations.

9. Recommends methods and techniques for improving processes to optimize efficiency.

10. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:
Bachelor's degree from an accredited college or university in a related field, and eight years of relevant experience; or four years as a MWD Senior Classification & Compensation Analyst (effective through June 2015).

Required Knowledge of: Principles, practice, and techniques of classification, job analysis and evaluation, and compensation administration; federal, state and local laws, regulations applicable to the administration of classification and compensation system; arithmetic, algebra, geometry, calculus, statistics and their applications; techniques of data collection and analysis and research methods; principles of business letter writing and basic report preparation; methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

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Required Skills and Abilities to: Lead, direct, organize, and review the work of staff; gather relevant data, analyze problems, evaluate alternatives, and make appropriate decisions and recommendations; understand, apply, and explain classification & compensation and human resources rules, regulations, policies and procedures, and applicable local, state, and federal laws; communicate clearly and concisely both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; make calculations; and operate office equipment including computers and supporting applications.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- Valid California Class C Driver License that allows you to drive in the course of your employment.

DESIRABLE QUALIFICATIONS

- Certified Compensation Professional Certification (CCP)
- Professional Human Resources Certification
- Experience using a Human Resources Information System

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS
The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.

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