



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR CLASSIFICATION & COMPENSATION ANALYST

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 49 Job Code #: YC49
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JOB SUMMARY

This is the advanced journey level performing Senior Classification & Compensation job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist in support of the development, implementation, and maintenance of the Metropolitan Classification & Compensation System using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. 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 Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

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. May lead classification and compensation activities. May provide information on classification and compensation policies and procedures. May respond to requests for information.
2. 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 recommendations.

3. Interviews employees, supervisors and managers, conducts job observations, and/or focus group meetings to collect job and organizational data.
4. May lead or perform data collection, research and analysis, and interpretation of results from organizational, occupational, comparator agency, or other data to respond to salary survey requests, conduct salary surveys, and prepare reports.
5. May participate in planning and carrying out classification and compensation studies, facilitating teams, reviewing and recommending action to implement study results, responding to employee inquiries.
6. May provide information regarding classification and compensation related issues in support of labor negotiations.
7. May review, analyze, and approve classification and compensation reports.
8. Assists with developing, improving, and identifying methods and techniques for improving processes to optimize efficiency.
9. 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 six years of relevant experience; or three years as a MWD Human Resources Analyst III level in the related field (effective through June 2015).

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

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.

Job Title: Senior Classification & Compensation Analyst

Job Code: YC49

Adopted: 10/05/08

Revised: 01/2010

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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.