

**CLASSIFICATION:** CLASSIFICATION AND COMPENSATION ADMINISTRATOR

**Class Code:** 2042-29

**Date Established:** 10-28-83

**Occupational Code:** 7-1-3

**Date of Last Revision:** 12-28-01

**Exempt Status:** Exempt

**BASIC PURPOSE:** To oversee and administer the development, modification, and implementation of statewide classification policies and procedures for the Bureau of Human Resources Administration.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Develops, analyzes, and evaluates classification plan objectives and revises Technical Assistance Manual to ensure consistency and conformance with organizational structure and position classification standards.
- Monitors field position reviews and evaluates job analysis reports of Human Resources Specialist to coordinate the implementation of classification plan and job analysis objectives.
- Develops work methods and criteria to coordinate and implement Classification Section services, including identifying training needs and staff development goals of Human Resources Specialists.
- Evaluates work performance of subordinate employees and interviews job applicants to recommend personnel actions such as initial hire, salary increments, or disciplinary action.
- Analyzes classification decision rationale to defend decision and drafts, modifies, and signs position review response letters.
- Reviews job analysis reports and compiles field job documentation to prepare evidence for presentation at Personnel Appeals Board Hearings, and appears at such hearings to defend classification decisions made by the Division of Personnel.
- Conducts periodic staff meetings with Classification Section employees and participates as a member of Personnel Division management team.
- Coordinates classification functions with Examinations and Recruitment sections to provide job documentation for use in revising examinations and in developing standards for setting and approving minimum qualifications.
- Consults with agency Human Resources Coordinators and administrative staff to explain Personnel Rules relating to classification, organizational analysis, and other areas of personnel management.
- Conducts periodic surveys of classification and compensation systems in other states or municipalities to recommend changes in Class Evaluation Plan standards and application, and participates in surveys initiated by both other states and municipalities.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

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**Supervision:** Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees and approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating system wide policies and procedures.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree from a recognized college or university with a major study in personnel management, industrial relations, labor relations, education, business administration, public administration, one of the social sciences, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Seven years' experience in personnel management functions such as interviewing, conducting job classification or compensation studies, job development, writing job specifications, development job qualifications, conducting job analysis, or related experience.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of program administration and evaluation. Knowledge of state and federal laws relating to the programs within assigned area. Knowledge of the principles of supervision, administration, systems management and community organization as applicable to specialized program area. Ability to prepare budgets. Ability to express ideas clearly and concisely both orally and in writing. Ability to analyze program effectiveness. Ability to speak before public groups and legislative committees. Ability to establish and maintain effective working relationships with federal, state and other public officials. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.