

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Classification & Compensation Analyst, Senior
Job Code: 8305
Pay Grade: 60
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Responsible for performing professional human resources work in the centralized human resources division of Superior Court in Pima County. Performs work primarily related to the administration of classification and compensation policies and procedures.

ESSENTIAL FUNCTIONS:

- Provides professional level human resources services to all Superior Court divisions and to other Courts as required.
- Interfaces with Court Administration management on the compensation philosophy and strategic approach to develop and implement projects/programs in support of classification and compensation objectives.
- Maintains and updates the Court's classification and compensation programs as required.
- Conducts comprehensive job audits and recommends appropriate classifications, salary levels, and Fair Labor Standards Act (FLSA) designation.
- Recommends and develops new and revised classification descriptions and recommends appropriate salary.
- Analyzes data and makes recommendations to Superior Court Human Resources Director regarding classification and compensation issues within the Courts.
- Maintains abreast of market trends and compensation information by participation in pay practice and salary surveys, attendance to professional seminars, training, and meetings.
- Conducts surveys of other jurisdictions to obtain information on salary, program structure, merit/market planning, and other pertinent information.
- Interprets and implements rules and policies regarding classification and compensation requirements and directives.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Provides input to Human Resources Director in short and long-term planning, establishing goals and objectives related to the human resources function in Superior Court.
- Assists in developing, revising, and implementing processes that increase the efficiency of Human Resources programs and services.
- Prepares and presents oral and written reports and correspondence as required.
- Assists in developing and implementing recruitment processes and selection/test criteria.
- May represent Superior Court at meetings, seminars and other occasions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and practices in the disciplines of classification and compensation.
- Must have knowledge of federal, state, and local legislation effecting public employer policies and procedures and human resources programs.
- Must have the skills to conduct research, compile, analyze, recommend, report or present on inquiries for data, or other activities related to classification and compensation.
- Must have strong communication skills.
- Must have the ability to use various Microsoft Office software products such as Outlook, Word, and Excel.
- Must have the ability to analyze and evaluate human resources and organizational operating processes and procedures.

MINIMUM REQUIREMENTS:

A Bachelors degree in human resources, business, public administration, or a related field, and five years of professional level human resources experience, including experience in classification and compensation; OR, Nine years of progressively responsible human resource experience, including experience in classification and compensation; OR, any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position reporting to the Director, Human Resources. The incumbent performs work under limited supervision, has no supervisory responsibilities, but may have lead responsibilities for the performance of compensation and classification projects.

Date: 06/01
Revised: 02/02; 03/31/06; 07/28/13

Approved by: _____ Date _____
 Hiring Authority

_____ Date _____
 Director, Human Resources