

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCES ANALYST – COMPENSATION AND CLASSIFICATION

Spec No. 2089

BASIC FUNCTION

To provide leadership in compensation and classification systems, perform a variety of analytical tasks in support of county Human Resources programs, and provide technical assistance for complex projects, studies and policies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Facilitates the county-wide classification plan, including classification establishment, reclassification, and placement within the classification structure.
2. Develops and implements proposals for changing classification structures and position in the County's pay systems.
3. Participates in the implementation and communication of approved compensation/classification policies, procedures and plan changes.
4. Assists with and makes recommendations for the development and implementation of classification and compensation system short-term and long-term planning and strategy.
5. Consults with and provides guidance to County-wide professional staff and department management regarding classification and compensation structure, and provides oversight to ensure system-wide consistency and appropriate alignment within the County's classification and compensation plans.
6. Reviews new positions and reclassifies existing positions; interviews employees, supervisors and managers regarding position duties; gathers and analyzes data regarding position duties and qualifications; writes new job descriptions and revises existing descriptions; makes timely and objective recommendations.
7. Conducts salary surveys, analyze input from participants, compile survey results, prepare charts, reports and communicates survey findings as necessary.
8. Researches federal, state and county laws as they apply to wage and hours; analyzes and evaluates policies and procedures and takes corrective action to correct deficiencies and resolve problems.
9. Provides compensation and classification support in labor negotiations, labor management meetings and discussions, regarding issues on compensation and classification Prepare statistical reports, graphs, charts and other analytical reports for compensation data and build complex spreadsheets. Presents compensation analysis results and related information to county departments, staff, and union.

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCES ANALYST – COMPENSATION AND CLASSIFICATION

Spec No. 2089

10. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.

STATEMENT OF OTHER JOB DUTIES

11. Performs other duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Human Resources Management, Business, Public Administration or closely related field; AND, two (2) years of compensation/classification administration experience is required; OR, any equivalent combination of training and experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS:

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- current classification and compensation design, techniques, planning and management knowledge of labor negotiations practices and principles
- strategic planning techniques and principles, policy development and analysis; business process design and improvement, and human resources best practices
- the principles and practices of personnel administration
- theories, practices and procedures related to the job specialty
- collective bargaining agreements
- using current office word processing, spreadsheet, database and email software programs
- building consensus among individuals with conflicting viewpoints
- HRIS systems and NEOGOV

Ability to:

- gather, analyze, evaluate and evaluate a variety of data
- prepare clear concise analytic, descriptive reports including findings and recommendations
- prepare a variety of correspondence, charts, graphs, memoranda and other written materials
- establish and maintain effective work relationships with elected officials, management staff, employees and the general public
- communicate effectively, both orally and in writing

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCES ANALYST – COMPENSATION AND CLASSIFICATION

Spec No. 2089

- plan and organize work and work with minimal supervision

KNOWLEDGE AND ABILITIES (Continued)

- maintain accurate records
- interpret and apply oral and written instructions
- apply general principles to specific conditions
- work collaboratively in a team oriented environment

SUPERVISION

The employee receives general direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with occasional field trips to meetings and work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Pre 1980 as Personnel Analyst

Spec No. 331271

Revised: June 1991

Revised and Retitled: October 1993

Revised: December 2004; January 2008; October 2008; May 2009

Revised and Retitled: March 2016, Human Resources Analyst

EEO Category: 2 - Professional

Pay Grade: 242 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous