CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 403.1

Job Title: **COMPENSATION SPECIALIST**

Pay Grade: 18

GENERAL SUMMARY:

In the Compensation Division of the Human Resources Department, performs professional compensation duties to ensure internal pay equity, external competitiveness and compliance with city, state and federal policies and regulations.

RESPONSIBILITIES:

- Prepares salary analyses and recommendations.
- Conducts job audits to ensure employees are properly classified.
- Participates in the preparation of personnel ordinances and rosters.
- Participates in employee orientations and training sessions for supervisors and human resources liaisons.
- Conducts and participates in formal and informal salary surveys.
- Participates in the annual updating of the pay structure and classification system.
- Prepares, updates and coordinates the distribution of job descriptions.
- Participates in special projects as required.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Human Resources, Business Administration, Social Science, Liberal Arts or a related field.

EXPERIENCE:
One year of experience related to human resources is required.

SUBSTITUTION:
Pertinent experience at the professional level may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Human Resources Technician
Human Resources Assistant
Compensation Specialist
Senior Compensation Specialist
Human Resources Supervisor
Human Resources Manager

Effective Date: October 1990
Revised: September 2012
Revised: March 2024