CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 406.5

Job Title: **COMPENSATION ANALYST**

Pay Grade: 24

GENERAL SUMMARY:

Performs professional compensation analysis and project work to provide compensation management services to City of Houston HR Generalists and department management.

RESPONSIBILITIES:

- Researches and analyzes compensation data to determine and validate market competitive pay rate by preparing analytics, data modeling and costing analysis.
- Provides supporting documentation for classification changes and pay adjustments in support of program enhancements by analyzing data, explaining conclusions and making presentations to Management.
- Participates and researches positions in market surveys.
- Conducts job audits and analyzes newly proposed and existing positions to ensure appropriate classification and grading of City of Houston jobs.
- Edits and revises job descriptions for COH departments.
- Participates in the development of management and administrative guidelines, procedures, and project planning.
- Analyzes and reviews organization structures and makes recommendations for use of job families.
- Conducts various compensation analysis projects as assigned.
- Evaluates workflow, processes, various operations systems, etc. to advise management about job design and classification issues.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Psychology, Business Administration, Public Administration or a related field.

EXPERIENCE:
Three years of progressively responsible compensation-related analysis and/or human resources analysis experience.

SPECIFICATIONS (cont'd):

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors could lead to moderate expenses and inconveniences. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
None

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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 simple gross motor responses within large tolerances.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:
Compensation Analyst
Senior Compensation Analyst
Lead Compensation Analyst

Effective Date: October 2021
Revised: January 2023
Revised: March 2023