CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 406.6

Job Title: **SENIOR COMPENSATION ANALYST**

Pay Grade: 26

GENERAL SUMMARY:

Performs professional compensation analysis and project work to provide advanced 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.
- Recommends and provides supporting documentation for classification changes and pay adjustments in support of program enhancements by job analysis. Explains conclusions and makes presentations to HR Management and Department Managers.
- Participates in and analyzes salary and industry surveys to determine relevant competitive pay rates.
- Conducts job audits and applies data on pay levels and working titles for newly proposed positions.
- Evaluates existing positions to ensure appropriate classification and grading of City of Houston jobs.
- Develops prepares, edits and revises policy and procedures for department incentive plans. Prepares department incentive plans for review and approval by COH executive management.
- Participates in compensation project planning.
- Analyzes and reviews management practices and procedures and makes recommendations for improvement.
- Conducts various compensation analysis projects as assigned.
- Evaluates workflow, processes, various operations systems, etc. to advise management about job design, classification issues.

SPECIFICATIONS:

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

EXPERIENCE:
Five years of progressively responsible compensation analysis and/or project management experience.

SPECIFICATIONS: (cont'd):

COMPLEXITY:
Work is non-standardized, complex, and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. 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:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors and occasionally with Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

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