

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 100120
Grade 27**

COMPENSATION ANALYST

DEFINITION OF CLASS:

This is advanced-level professional compensation staff work providing consultation and advisory service primarily in the specialized area of compensation. An employee in this class also provides consultation and advisory services in the areas of position classification, position management, and the Fair Labor Standards Act. Contacts include high-level officials in the County and Executive Branch Departments and Agencies, as well as managers and specialists within the Human Resources Office. Other contacts include high-level officials of HR software vending firms, local jurisdictions, State and Federal organizations. These contacts are for the purposes of providing expert compensation and other specialty areas advice; to discuss, negotiate, and agree on appropriate courses of action; influence others who may have different views or objectives; obtain desired actions; and to solve the more difficult operating and program problems encountered in the work areas. Other contacts include Union presidents and their representatives to discuss, negotiate, come to agreement and finalize documentation on various specialty area-related topics. An employee in this class frequently speaks in front of groups of County employees, managers and officials.

An employee in this class possesses advanced, up-to-date, in-depth knowledge of compensation and the other specialized areas, leads and performs a variety of non-standard, complex professional assignments in these specialized areas. This class is distinguished from the human resources specialist classes by the recognized expertise (by County management as well as within OHR) and authority vested in this class to interpret broad guidelines. Assignments are stated in terms of broadly defined missions or functions. The employee, while receiving little or no technical guidance, is responsible for planning, designing, and carrying out the work independently. The employee is responsible for coordinating with others, e.g., representatives from the ERP and Oracle offices, and operating departments and agencies as deemed necessary to accomplish the objectives of each broadly-stated assignment. The employee plans and designs work assignments, understands, interprets and applies broad policies to specific issues, and recommends and provides justification for changes and how such changes should be implemented.

The employee exercises sound judgment in the identification of issues, and selection of alternatives evaluated, and options recommended. Results of the work are considered technically authoritative and are normally accepted without significant change. Guidelines include Federal laws and regulations; public and private sector personnel case law; collective bargaining agreements; Montgomery County Code; Montgomery County Charter; and Montgomery County Personnel Regulations. The employee uses considerable judgment to interpret the intent of the guides and to develop directives, rules, regulations, policies and procedures. The employee is recognized as the technical authority on the interpretation of compensation-related Federal, State and local laws, regulations, and case law. As such, the employee is granted full latitude to develop compensation-related strategies, draft proposed County legislation, and provide expert consultant/advisory services.

The complexity of the work of this class is marked by the politically sensitive nature of draft legislation and proposed changes to regulations that must be thoroughly researched and supported. Complexity of the work is also marked by such factors as the need to try methods and approaches that are new to the County; the substantial depth of analysis and justification required to “sell” new compensation proposals; major areas of uncertainty in interpretation or evaluation that require the employee’s in-depth explanation/justification in terms familiar to County decision-making officials; originating new techniques; and consideration of a broad range of issues, factors, circumstances, and implications whose importance and interrelationships are difficult to ascertain and assess.

The scope of the work involves establishing criteria, thorough analysis of a variety of complex issues, and/or investigating a variety of unusual conditions, problems or questions. The work affects all County departments and agencies, employees and job applicants outside County Government. The impact of the work is realized by the careful and deliberate analysis of and recommendations concerning a variety of complex compensation-related issues the results of which affect other governmental units through decisions made by executive level management. Work is primarily sedentary and is performed in an office environment. Typically, the employee sits comfortably to do the work, interspersed by brief periods of standing, walking, bending, and carrying of papers and books, and extensive periods requiring the use of computer terminals to accomplish work objectives.

EXAMPLES OF DUTIES: (Illustrative Only)

- Collaborates with a range of stakeholders to understand the County Government’s business objectives and challenges related to compensation technologies and processes.
- Defines, develops and executes technical requirements for reinventing and then maintaining the processes and platforms needed for compensation-related enhancements in such areas as base pay, merit rewards, etc., processing and reporting.
- Ensures that provisions for both accurate and timely payments are built into the any system developed, along with provisions for effective communications system-wide.
- Serves as primary point of contact for leading and/or performing detailed analysis and recommendations on appropriate salary, promotion/reclassification reviews, offers, salary, grade and position assignment, wage rates, and Fair Labor Standards Act (FLSA) status/determinations.
- Evaluates new jobs for FLSA non-exempt and non-management exempt levels. Analysis may be at the individual level (including senior executives) up to the multi-position or multi-department level;
- Evaluates feasibility and design of non-standard pay/compensation programs (e.g., shift differentials, premium pay, multi-lingual pay, on-call pay, call-back pay, emergency pay, etc.) for potential improvement, revision, or modification of existing policies, programs and procedures.
- Provides expertise, conducts and/or leads analysis for the annual compensation planning process, including salary structure updates, merit increases, incentive awards, negotiated items for compensation programs/policies, salary increase budget, etc. and makes recommendations to the Team Director, OHR Director, and/or the County Executive’s staff.
- Leads salary surveys. Prepares and publishes market data for use by executives, County Council, external entities, etc. Analyzes the data to determine the County’s competitive position and highlights issues for the Team Director, OHR Director, OHR Managers, the County Executive’s staff and the County Council.
- Researches and interprets compensation-related laws and regulations for potential enhancement of current County compensation practices.
- Partners with County management and OHR Teams on compensation issues.

- Provides training, guidance and coaching in the administration of compensation, rewards, recognition and related programs, policies, guidelines, and procedures to HR Specialists, HR Liaisons, Department Directors and department managers.
- Ensures standard and consistent practices that foster a compensation culture that complies with all applicable local, State, and Federal statutes and regulations.
- Leads design teams composed of partners from other departments, management, OHR and Finance to design base pay, recognition and incentive plans which support the County's overall strategy. Participates in multiple compensation ad hoc projects at both the HR Office and County-wide levels. Independently leads complex projects with only minor oversight. Drives projects-oriented compensation changes as needed.
- Designs and administers incentive and recognition plans, considering internal factors and industry-best practices and business needs.
- Maintains awareness and understanding of current compensation platform vendors and compensation technology trends to provide expert leadership and consultation on the development of compensation policies and compensation technology.
- After process review and documentation, leverages, or as needed, designs/develops and implements compensation technology and process solutions driving optimal collaboration between leaders, departmental stakeholders and union representatives in order to improve the end-user experience, back-office operations, accuracy, process efficiency, modeling/decision-making functionality and administration for all union, management and non-management compensation processes.
- Completes assessments of the impact and effectiveness of compensation plans. Regularly reviews and supports audits of compensation data, platforms/systems, and processes to ensure compliance with applicable laws, regulations, compensation guidelines, and corporate policies and procedures.
- Through the use of the HCM/Oracle system and other information technology systems, develops complex queries, reports and analyses to meet customer requests. Produces ad hoc reports to support sound compensation decisions. Ensures data integrity in the HCM/Oracle system through direct actions and/or influence on the segments. Acts as tool owner for ongoing maintenance and enhancement projects.
- Takes the lead in drafting legal documents that govern compensation programs.
- Conducts classification studies, including review and analysis of written documentation, conducting desk audits to supplement and verify written documentation, interviewing supervisors and managers to verify employee data and reviewing organizational structures, preparing new or revised class specifications, evaluating classes using a quantitative point-factor job evaluation system (QES), preparing comprehensive reports of findings and recommendations for review and comment by management and employees, preparing written detailed analyses of responses to employee and management comments/concerns, meeting with employees and managers to discuss recommendations, and preparing final decision memoranda.
- Administers classification contracts.
- Develops and recommends compensation and related specialty area policy and strategy by analyzing the County's overall objectives, the prevailing interpretations of Federal, State and local laws, regulations, case law, and contract language. Drafts proposed Office of Human Resources legislation and regulations, prepares documents associated with legislation and regulations, and works with the Labor Relations Advisor, the Manager of Business Operations and Performance, and the Director of Human Resources to obtain approval to forward the proposed legislation to the County Council. Makes recommendations concerning the implementation of legislation and regulations.

- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Expert-level knowledge and aptitude in the areas of compensation merit planning and administration, compensation survey methodology and participation, analysis of base pay and incentive design and programs, and job evaluation.
- Thorough knowledge of labor laws, HR-related court decisions (both public and private industry) as they relate to compensation, and their impact on the County’s compensation policy and practice.
- Considerable knowledge of local government laws, rules, regulations, and practices, particularly those governing the administration of compensation programs.
- Broad HR knowledge in addition to compensation and classification (i.e., knowledge of recruitment and staffing, labor-management relations, training, and benefits practices).
- Skill in leading compensation design processes.
- Strong critical and conceptual thinking ability coupled with qualitative and quantitative analytical skills and techniques to include the ability to pay attention to detail and ability to perform independent in-depth analysis.
- Strong PC skills (Excel, Access, Word, Power Point) and Human Capital management system and reporting tools skills proficiency to manipulate large volumes of data.
- Skill in negotiating complex issues with department/agency heads and managers.
- Outstanding customer service skills and focus.
- Demonstrated project management skills, including the ability to work independently on highly complex, multiple tasks/projects simultaneously with minimal supervision in a fast-paced environment.
- Effective problem solving, organizational and interpersonal skills, including written and verbal communication.
- Ability to adapt to change and consistently meet deadlines.
- Ability to build relationships and gain credibility with peers, supervisors, managers and other stakeholders.
- Ability to maintain confidentiality and appropriately handle sensitive information with tact and discretion.
- Ability to prepare comprehensive documentation packages containing supporting and convincing information for legislative and regulatory submissions using the latest available automation and statistical reporting tools.
- Ability to interpret and explain compensation related laws, principles, policies, and regulations.
- Ability to arrive at sound decisions through detailed analysis and evaluation of information received from a variety of sources.
- Ability to plan, set priorities, and organize numerous work assignments.
- Ability to attend meetings or perform other assignments at locations outside the office, as necessary.

MINIMUM QUALIFICATIONS:

Experience: Considerable (5 years) applicable professional work experience in progressively more responsible roles in compensation and related areas (e.g., financial analysis, HR analytics).

Education: A Bachelor’s Degree in Business or Public Administration, Human Resources Management, Industrial Relations, Mathematics, Finance, or related field from an accredited college or university.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review

Class Established: November, 2014