

## COMPENSATION ANALYST

### **PURPOSE AND NATURE OF WORK**

This is technical and analytical work applying quantitative methods for compensation decisions that meet the requirements of the Lafayette Consolidated City Parish Charter and Civil Service Rules, as well as to provide broader compensation services to the organization. Incumbent uses knowledge of psychological research design and statistics to develop methods for administering position classification and pay administration in a Civil Service environment, and is the principal source of information for Civil Service classification and pay decisions. Work is performed with relative independence under the direction of the Director of Civil Service, includes leading assistants in compensation work, but has no formal supervisory responsibilities.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Researches and identifies tasks, duties, responsibilities and qualifications of positions using questionnaires, interviews, direct observation and unobtrusive measures. Writes descriptions of positions, prepares organizational charts, designs, completes and documents studies on which to base classification recommendations.

Identifies and researches labor market data, pay surveys; conducts surveys of other governments, agencies or industries with comparable positions, and obtains information for market pricing. Prepares recommendations for pay plans, projects costs of implementation, administers day to day pay changes according to Civil Service rules.

Tests market pricing for jobs for internal equity. Gives feedback to incumbents, employees, and officers of Consolidated Government and participants from other governments or industries, and presents explanations and recommendations to the Civil Service Board. Maintains extensive records of job and pay evaluations.

Evaluates qualifications of new hires in comparison with those of employees in the same or similar classes to recommend starting pay. Performs advertising, pre-employment examination construction, administration, scoring and certification of eligible applicants as needed.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Considerable knowledge of research design, descriptive statistics, correlation and regression, and usual office personal computer applications.

Knowledge of tests and measurements psychology, standard scoring, reliability and validity designs.

Knowledge of applicable local, state, and federal laws governing employment and compensation.

Ability to write accurate summaries of work behavior based on interviews and observations, class specifications, recommendations.

Ability to establish and maintain effective working relationships with employees, officials, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Master's degree in industrial/organizational psychology, and experience in preparing and maintaining compensation plans for exempt and non-exempt employees; or an equivalent combination of training and experience, is desired.