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# Classification & Compensation Specialist(Job Id 70)

**Location:** US:OH:Cleveland

**Category:** Human Resources  
Management and  
Services

**Employment Type:** Non-Executive  
Benefits Only

**Post Date:** 02/27/2019

**Close Date:** 03/20/2019

**Salary:** 59,342.40-83,054.40  
USD

## Description

**Department:** PERSONNEL REVIEW COMMISSION

**Anticipated Work Schedule:** Monday through Friday, 8:30 AM - 4:30 PM

**Reports To:** Manager of Classification and Compensation

**Full Time or Part Time:** Full Time

**Regular or Temporary:** Regular

**Bargaining Unit:** N/A

**Classified or Unclassified:** Classified

**FLSA:** Exempt

**The Personnel Review Commission is an independent agency established by Cuyahoga County Charter with responsibility for hearing certain employee appeals, administering various systems including the County's classification and compensation systems, and ensuring standardization and compliance of the County's employment systems. The Commission is seeking a Classification and Compensation Specialist to assist in the administration of the County's classification and compensation systems.**

### Summary

The purpose of this classification is to support the Personnel Review Commission (PRC) in fulfilling its charter responsibilities of administering the County-wide classification and compensation systems as well as performing consultant duties for various regionalized projects.

### Essential Job Functions

Under the direction of the PRC Manager of Classification and Compensation, the Classification and Compensation Specialist is primarily responsible for performing job analysis to collect data in support of classification and compensation activities (e.g., reviews all available job analysis material; conducts individual and/or group interviews/observations; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); synthesizes data from multiple positions to confirm and/or revise classification specifications; documents all job analysis procedures); Serves as a liaison between the PRC and department directors/hiring managers (e.g., meets with directors/hiring managers to review department reorganization plans; assesses compliance with legal guidelines and professional standards; assists in recommending and developing new classifications; provides status updates); Performs job evaluation to assist in establishing the County's compensation plan for non-bargaining employees; develops salary survey instruments and completes annual market analysis to support Manager's development of recommendations for pay strategies including annual adjustments for non-bargaining unit personnel; analyzes the County's compensation practices for non-bargaining unit personnel to ensure internal and external pay equity and to assess compliance with regulations and adherence to best practices; conducts research to evaluate trends in the labor market; reviews and recommends modifications to job analysis and job evaluation methods; assists Manager in research, analysis and development of recommendations to maintain internal and external equity and to support compensation practices to attract, retain and reward County non-bargaining unit employees and performs other duties as assigned.

### Minimum Requirements

A Master's degree in Industrial/Organizational Psychology; or any equivalent combination of training and experience.

Two years of full-time experience as a job analyst, classification analyst, compensation specialist, human resources data analysis, classification development or job evaluation experience is preferred. Experience in salary surveys, market pricing, compensation system analysis, job evaluation, annual review of salary structures and adjustments, compliance, variable pay and pay systems

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within large, complex organizations preferred.

### **Application Process**

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

### **EQUAL OPPORTUNITY EMPLOYER**

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.