

Market Range Detail - Compensation Analyst

Effective Date

August 4, 2014

Market Range Title Description

Positions in this market range title are responsible for performing a broad range of professional compensation analysis in administering the County's Compensation Plan to ensure equitable and competitive compensation to attract and retain employees. Primary duties typically include: advising departments on compensation policies, practices, and strategies in support of the County's compensation philosophy; conducting job analysis; researching and advising management and departments on state and federal laws; determining appropriate market range title structure for positions; conducting market analysis and developing market ranges based on market practices; determining individual employee placement in market range; writing compensation analysis reports; analyzing all salary advancement, special work assignment, position management and other related compensation requests for assigned departments; determining FLSA status; developing and recommending compensation strategies; reviewing compensation plans, policies, processes and forms and providing feedback; and developing and presenting training classes.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$25.85	\$34.24	\$42.62

Likely Minimum Qualifications

- Bachelor's Degree in business administration, public administration or related field
- Three years of professional level research and data analysis experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Compensation Analyst

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.