



# City of Peoria

## HUMAN RESOURCES

### **Title:** Human Resources Analyst - Classification & Compensation

**FLSA STATUS:** Exempt from overtime under FLSA guidelines.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Benefits and Compensation Administrator.  
Provides technical and functional lead direction to Human Resources Specialist(s) and other staff as assigned.

#### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's Degree
  - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.

**Experience:** A minimum of three (3) years professional level research and data analysis experience dealing with classification and compensation, including one year (1) of prior lead and/or supervisory experience. Experience with basic statistics as they relate to Human Resources functions. Experience required is in addition to education requirement.

- **Licenses/Certifications/Special Requirements:**
  - None

#### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- A Bachelor's Degree in related field.
- Experience in a municipal or government setting.
- Certification through SHRM or IPMA.
- Experience working with bargaining units/unions.

#### **JOB SUMMARY**

The purpose of this position is to perform a broad range of professional compensation analysis and related tasks 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 City's compensation philosophy; conducting job analysis; researching and advising management and departments on state and federal laws; determining appropriate market range title and structure for positions; conducting market analysis and developing market ranges based on market practices; determining individual employee placement in market range; writing compensation reports; costing labor contracts, 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 in the area of classification and compensation.



**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Performs a broad range of professional compensation analysis and related tasks to ensure equitable and competitive compensation to attract and retain employees. Advises departments on compensation policies, practices, and strategies in support of the City's compensation philosophy.
2	Provides technical advice and acts in a lead role to HR Specialists in areas of classification, compensation and human resources information systems (HRIS). This includes handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluations, reclassifications, promotions, and merit increases.
3	Maintains the classification system by implementing processes to ensure compliance with applicable laws and regulations in the assigned area of classification and compensation. Develops new classifications and revises job descriptions as necessary. Conducts job classification reviews including comparability of job classifications, determining FLSA status, statistical analysis of compensation data, and conducting job/desk audits.
4	Develops, conducts, and participates in salary surveys; collects and analyzing data and the City's market position; Conducts job analysis; determines appropriate market range title and structure for positions; maintains position and pay structure in human resources information system; conducts market analysis and determines market and range adjustments, and facilitates implementation of changes to the pay plans. Determines individual employee placement in market range. Prepares reports, researches and advises management and departments on state and federal laws, and makes position management and other related compensation requests for departments. Develops and reviews compensation strategies and plans, processes and forms. Provides training in the areas of classification and compensation. Supports union negotiations by researching and compiling data, and costing out contract requests.
5	Provides information, answers questions and resolves issues related to the processing/entering of job and personnel actions, benefit changes, or other employee data into the HRIS, PeopleSoft system. Makes necessary changes to the system to maintain position management and other personnel changes. Ensures data integrity and the processing of HR data.



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.