



Job Specification

Job Title: Classification & Compensation Analyst
BCAT Code: 422X AG
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Assists with the coordination of a campus wide classification and compensation program for staff employees.

Examples of Duties

- Reviews and analyzes position evaluation forms, and makes classification recommendations.
- Discusses classification recommendations with managers and supervisors.
- Assists with conducting classification projects.
- Conducts special projects.
- Participates in salary surveys.
- Assists with developing and maintaining career paths for job titles.
- Assists in the development and revision of job specifications.
- Assists in maintaining the campus job evaluation and pay plan systems.
- Assists in maintaining position evaluation forms for classified positions.
- Assists in conducting classification workshops and meetings.
- Assists in the review of vacancy forms for positions to be advertised.
- Assists in the development of classification policies and procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of compensation/classification practices.
- Knowledge of laws effecting classification such as FLSA, etc.
- Knowledge of computer equipment and packages.
- Effective communication skills.
- Effective organizational skills.
- Ability to analyze salary surveys and job descriptions.

Minimum GSU Hiring Standards

Bachelor's degree and two years classification and compensation experience; or a combination of education & experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.