



**Job Specification**

**Job Title: Classification & Compensation Assistant**  
**BCAT Code: 510X BC**  
**Pay Grade: G11**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-exempt**

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**General Description**

Provides classification and compensation support services to the analysts, manager, and director. Such services include providing customer service, documenting requests and responses, assisting with research, maintaining records and files, and assisting with special projects.

**Examples of Duties**

- Provides routine classification and compensation information to customers.
- Reviews position actions or PRF and personnel actions PAFs.
- Coordinates incoming requests and outgoing recommendations with analysts and customers.
- Logs, tracks, and processes position and personnel actions.
- Assists with position action research, special projects, and pay plan maintenance.
- Maintains and updates filing systems.
- Orders and maintains supply inventories.
- Prepares reports and presentations.
- Performs other assigned classification and compensation oriented duties.

**Knowledge, Skills, and Abilities**

- Knowledge of classification and compensation practices.
- Knowledge of basic computer operation and software (spreadsheets, word processors, databases, Peoplesoft, etc).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers

**Minimum GSU Hiring Standards**

Bachelor's degree and one year of related experience; or a combination of education and 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.*