



SUPERVISOR OF CLASSIFICATION AND COMPENSATION

JC: 00301

PB: 7

BU: 95 (NR)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, supervises staff responsible for administering the districtwide classification and compensation program, as well as staff responsible for retrieving and analyzing data to perform complex costing analysis and projections of proposals for negotiations and settlements; plays a key role in enhancing the department's ability to provide professional complex data analysis of classification, labor, and financial data in support of the districtwide labor relations and classification and compensation programs; and performs other duties as assigned.

CLASS CHARACTERISTICS

This is the first line supervisor of the Classification and Compensation/HRIS Division. Classifications at this level are responsible for supervising, assigning and reviewing the work of subordinate staff, and may oversee the work of outside consultants. The Supervisor of Compensation and Analytics classification is distinguished from the Manager of Compensation and Analytics in that it is responsible for overseeing the day-to-day operations of the Compensation and Analytics Division, whereas the latter is responsible for the overall oversight and strategic direction of the division.

REPORTS TO

Manager of Classification and Compensation or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Supervises the activities and professional staff of the Classification and Compensation/HRIS Division; reviews staff works plans; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
2. Oversees data gathering, development of documentation and record keeping for classification, financial and data-based analysis to support Labor Relations and Classification & Compensation programs and policies.
3. Assists in the development and tracking of metrics to monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; makes recommends for changes based on findings.
4. Conducts data, financial and job analysis and provides analytic information and support for the

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purposes of classification and compensation administration as well as negotiations with labor unions; develops analysis and projections in support of District positions and strategies; prepares appropriate documentation.

5. Oversees the research and determination of appropriate classification and salary for District positions; participates in and oversees classification and compensation surveys and studies; conducts internal and external equity studies; provides data and compensation analysis for the review and resolution of grievances; prepares and presents analytic information in support of the District for formal arbitration matters.
6. Works closely with HRIS and Payroll to ensure updates regarding compensation related data are completed accurately and timely; assists in preparation and administration of Districtwide salary increases and adjustments; oversees Districtwide Temporary Backfill/Temporary Upgrade program, ensuring proper disposition and placement of temporary assignments.
7. Monitors developments related to assigned area of responsibility; evaluates impact on District operations; recommends and assists in implementation of policy, practice and procedural improvements.
8. Serves as liaison and expert resource for the Compensation and Analytics Division to consult others in the departments throughout the District providing compensation guideline interpretation; prepares and presents staff reports and other necessary correspondence to a variety of stakeholders.
9. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of Human Resources programs and service delivery methods
- Applicable local, state and federal laws and regulations
- Advanced methods and techniques of data and costing analysis, metrics and reports
- Principles and practices of supervision and staff development
- Principles and practices of project management
- Human resources applications and systems
- Principles and practices of program development

Skill/Ability in:

- Developing and overseeing programs and projects, bringing them to completion through coordination, persuasion and the involvement of subordinate staff and diverse stakeholders
- Motivating and leading staff and other stakeholders through coordination and persuasion
- Identifying, researching, and gathering relevant information from a variety of sources
- Effectively managing multiple priorities that may have conflicting time frames
- Supervising and coordinating assigned human resources program
- Performing complex duties in a human resources setting
- Interpreting and applying policies, procedures, laws and regulation

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree from an accredited college or university in public administration, business administration, accounting, economics or a closely related field.

Experience:

The equivalent of four (4) years of full-time progressively responsible in administrative, analytical and/or budgetary experience, which must have included at least one (1) year of lead experience.

Substitution:

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0630 – Human Resources Workers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : January 2021

Revised: August 2021
October 2021

Updated :