

Title: Classification and Compensation Specialist	Effective Date: June 19, 2021	Grade: XIV	Job Category: Professional
Prior Title: Transitioned from functional to official title on June 19, 2021; upgraded to a 14	Prior Effective Date: January 10, 2019	Grade: XII	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the direct supervision of the Human Resources Assistant Division Head, this position provides professional guidance, coordination and support in the effective and consistent application of classification and compensation policies and procedures.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Provides advice, training and support to HR Specialists, HR Generalists and managers in the application of compensation management principles, guidelines, procedures and best practices.
- Collaborates with others in the analysis and review of job classification and reclassification requests; controls the job classification process for both existing positions and newly created positions, performing job audits as appropriate.
- Researches and analyzes competitive compensation practices in the job market; contributes to established compensation surveys and/or develops and implements custom surveys as appropriate.
- Monitors government regulations, legislation, and trends to ensure Department compensation policies and procedures are current, competitive, and in compliance with applicable state and federal employment laws.
- Develops and writes job descriptions to accurately describe job content, including appropriate identification of work environment, physical requirements, and essential job functions.
- Assesses the budgetary impact of compensation decisions and ensures compliance with regulations and labor laws.
- Reviews and oversees the career ladder process to ensure consistency and compliance with established policies and procedures.
- Collaborates with others to determine current and future staffing needs.
- Coordinates the knowledge transfer/knowledge management initiative.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in human resources management, compensation management, or closely related field plus a minimum of three years of experience in the analysis, design, and/or administration of compensation programs; OR the educational equivalent to a high school diploma plus a minimum of seven years of directly related experience.

Knowledge, skills and abilities:

Strong interpersonal and communication skills and the ability to work effectively with a wide range of people in a diverse community. Advanced computer skills and experience with software and web-based systems such as those used for personnel management, report writing and project management. Ability to gather and analyze statistical data and generate reports. Ability to communicate effectively, both verbally and in writing. Ability to analyze and evaluate job content and write accurate job descriptions. Ability to provide guidance and training to staff. Knowledge of statistical sampling and survey methodology. Ability to interpret, adapt and apply guidelines and procedures. Knowledge of organization structure, staffing

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patterns and job design. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues. Knowledge of job analysis and job evaluation principles, methods and procedures. Ability to devise, design and implement customized compensation surveys. Knowledge of compensation administration principles and procedures. Knowledge of career development and career laddering concepts, principles and processes. Ability to work with limited supervision. Organizational skills to manage records and data and meet deadlines. Knowledge of labor laws such as the Fair Labor Standards Act and other federal and state wage and salary laws and regulations.

Working conditions:

Office environment. Occasional statewide travel required.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.