

NATURE OF WORK

This is specialized, paraprofessional work involving the performance of personnel functions in the Classification and Compensation Division of the City-County Personnel Department.

Work involves responsibility for the performance of a variety of personnel activities related to classification, compensation and labor relations. Work also involves conducting audits and classification studies, compiling and analyzing salary information and survey data as well as special research and report compilation. Work requires considerable initiative and independent judgment with decisions made in accordance with established policies and procedures. An employee in this classification may supervise subordinate staff. This classification is distinguished from the Compensation Technician I based on supervision, independence of action and complexity of work. General supervision is received from the Division Manager with work being reviewed in the form of reports and accuracy of results achieved.

EXAMPLES OF WORK PERFORMED

Conducts job audits and classifications studies; prepares class specifications or revises existing specifications in the maintenance of the classification plan; performs other research studies involved in the administration of the classification plan.

Participates in the development and practical application of the City and County compensation systems; conducts local and regional salary and benefit surveys; makes recommendations concerning salary and benefit differences based on analysis of salary data; completes salary and benefit surveys received from private industry and other public jurisdictions; performs other research studies involved in the administration of the pay plans.

Interprets and explains labor contracts, personnel rules, regulations and procedures to department heads, supervisors and employees.

Develops and maintains programs on microcomputer utilizing spreadsheets and databases.

Assists in the preparation of labor contracts including drafting and checking proposals, and reviewing finalized contract to ensure proposal language has been incorporated.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of public personnel administration, particularly as they relate to position classification and salary administration.

Considerable knowledge of current labor contract provisions, personnel codes, rules, ordinances, regulations, and established policies as they relate to classification and compensation.

Considerable knowledge of governmental organization and of the type and content of a wide variety of positions found in public organizations.

Considerable knowledge of basic statistical concepts and methods.

Considerable knowledge of current trends, developments and modern techniques in the fields of classification and compensation.

Ability to coordinate, assign and evaluate the work of subordinate staff.

Ability to use independent judgment and discretion in making decisions in accordance with personnel codes, rules, regulations, labor contracts and established policies.

Ability to apply personnel principles, practices and techniques to a wide variety of routine and moderately complex problems and assignments.

Ability to interpret and explain labor contracts, personnel codes, rules, policies and procedures.

Ability to perform routine mathematical computations.

Ability to present ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County officials, employees, co-workers and the general public.

Ability to secure, through conferences and interviews, complete and accurate information.

Skill in the use of a microcomputer including spreadsheet and data base programs.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, personnel management, or related field and thorough experience in the area of classification and compensation.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by college-level course work in public or business administration, personnel management, or related field and considerable experience in the area of classification and compensation. This experience will be as a Compensation Technician I or Employment Technician I with the City of Lincoln.

Approved by: _____
Personnel Director