Georgia State University

Job Title: Classification & Compensation Analyst

BCAT Code: 09KX05
Pay Grade: G14  FLSA Status: Exempt

Effective Date: April 1, 2007  Revision Date: July 1, 2013

General Description
Assists in the coordination of a campus wide classification and compensation programs for staff employees.

Examples of Duties
- Reviews and analyzes position evaluation forms and makes classification recommendations.
- Discusses classification recommendations with managers and supervisors.
- Assists in 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 laws affecting classification, such as the Fair Labor Standards Act (FLSA), etc.
- Knowledge of computer equipment and packages.
- Knowledge of compensation/classification practices.
- Effective organizational skills.
- Effective communication skills.
- Ability to analyze salary surveys and job descriptions.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of human resources experience plus one year of direct classification and compensation experience; or a combination of education and related 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.