

Class Code:.....0733
Position #: (NUNC) (E)...
Developed by:.....LK
Reviewed by:.....SG
Approved by:.....LK;AMC
Date:.....11/03; 9/15

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Classification & Compensation Analyst
DIVISION: Administration and Finance (HR)
REPORTS TO: Director, Personnel Services
GRADE: 10

BASIC FUNCTION:

Assist the Director of Personnel Services in the maintenance of both the State Civil Service and the Council for Postsecondary Education's classification systems and pay plans for all University staff employees. Research, analyze, recommend to the Director and process changes for individual employees and classes of positions; participate in national, regional and local salary surveys.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Director in the maintenance of the State Civil Service classification and compensation systems for University employees; work with supervisors and employees requesting review of their job titles and pay grades.

Coordinate the processing of position questionnaires for desk audits by the State Office of Personnel Administration, including serving as the University's representative at appeals hearings as assigned.

Make recommendations to the Director for classification changes. Participate in the development of new classification specifications.

Conduct and compile wage and salary surveys.

Interpret the classification and compensation provisions of the Merit System Laws, State Personnel Rules and the appropriate collective bargaining contracts for employees and supervisors.

Handle the processing of all paperwork for changes in classification and compensation level.

Research changes in the Council for Postsecondary Education's classification and compensation plans for University non-classified staff employees.

Review position reclassification requests and make recommendations to the Director.

Write new position descriptions and modify existing ones as appropriate.

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Develop and maintain organizational charts.

Compile documentation for Personnel Review Committee (PRC) consideration.

Participate in national, trade (CUPA), regional and local salary surveys.

Assist in the development and management of a performance management system.

Assist the Assistant Vice President in soliciting other institutions for salary and benefits information in preparation for collective bargaining.

Interpret the classification and compensation provisions of the Council for Postsecondary Education's Personnel Policy Manual, University Personnel Policy Manual and non-classified collective bargaining practices in both the public and private sectors.

Conduct literature searches concerning new trends in compensation and classification practices in both the public and private sectors.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in projects on a wide variety of human resource issues as assigned.

Perform additional duties within the URI Office of Human Resource Administration as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; calculators; word processing, database management, spreadsheet and organizational chart software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; at least two years' experience in the development and maintenance of classification and compensation plans; demonstrated research and analytical skills; demonstrated working knowledge of personal computers and multiple software applications, including database management systems; demonstrated strong interpersonal skills; demonstrated oral and written communication proficiency; demonstrated ability to work with diverse groups.

Preferred: Demonstrated working knowledge of the State of Rhode Island's Civil Service classification system, Merit System Laws, Personnel Rules and collective bargaining contracts pertaining to position classification and pay plans, as well as those of the Council for Postsecondary Education, for non-classified employees.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.