Human Resources
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Classification and Compensation Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP208	**Human Resources**	**Classification and Compensation Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**September 21, 2026**

The Classification and Compensation Analyst supports a variety of professional, technical, and analytical functions related to classification and compensation. Assists the Classification and Compensation Manager with position control, HRIS data integrity, special projects, and maintenance of classification and compensation systems. Helps develop and revise job classifications, conduct studies, and ensure internal consistency and equity in pay practices. May also support and deliver training related to classification and compensation processes.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs a variety of specialized and responsible position control functions related to employment processing and status changes. Provides information and assistance in person or by phone regarding position control policies and procedures.
- Administers the position control process. Creates new positions and updates position information in the County's personnel system. Maintains vacancy and employee lists for position openings.
- Maintains accurate information in the Human Resources Information System (HRIS).
- Administers and maintains personnel action forms, including but not limited to new hires, salary adjustments, promotions, reclassifications, program changes, conversions, transfers, and reorganizations.
- Performs position control functions to ensure all internal processes and standards are met.

- Prepares and develops reports related to human resources processes. Tracks and follows up on a variety of documents and forms related to assigned duties. Maintains online classification specifications.
- Provides technical assistance and training to departments and end users. Responds to inquiries from department directors, timekeepers, and employee liaisons regarding procedures and processes.
- Assists with classification and compensation projects and studies.
- Reviews and analyzes classification descriptors for job content. Assists in developing new classification specifications or revising existing ones.
- Assists in determining appropriate classifications for new or modified positions.
- Supports the Classification and Compensation Manager with special projects.
- Prepares statistical reports and correspondence. Responds to written and verbal inquiries about compensation practices and related topics.
- Attends meetings related to classification and compensation.
- Handles sensitive and confidential records, plans, documents, or decisions with discretion.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Human Resources, Business Administration, Public Administration, or a related field.
- Two (2) years of related work experience in general Human Resources.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.
- Indoor work is performed on even surfaces, which may be carpeted or tiled.
- Indoor surfaces are typically dry and may include the use of stairs.
- Work is primarily performed independently, with or without direct supervision.
- May work collaboratively with a group or as part of a designated team.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials handled include files, forms, reports, various documents, and a wide range of office supplies.
- A County vehicle may be used in the performance of job duties, as needed.