Human Resources
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Classification and Compensation Analyst Lead

JOB CODE	JOB FAMILY	PROFILE
JCP352	**Human Resources**	**Classification and Compensation Analyst Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 21, 2026**

The Classification and Compensation Analyst Lead performs job analysis and evaluation in conjunction with organizational structure to audit and classify staff positions at all levels. This position provides professional compensation analysis and leads projects to deliver advanced compensation management services to Bernalillo County departments.

Job Description

DUTIES AND RESPONSIBILITIES

- Leads compensation projects and assumes responsibility for major aspects of the Bernalillo County compensation program as assigned.
- Reviews, analyzes, and determines appropriate approaches for matters related to Compensation or Classification, such as reviewing requests prior to submission for management approval.
- Researches and validates market competitiveness by preparing analytics, data modeling, and costing analyses.
- Coordinates with the Classification and Compensation Manager on compensation and classification requests, issues, or other matters as required or assigned.
- Conducts classification and compensation analyses and research reports; assists in determining data collection methodology and recommend or implement approved classifications.
- Leads and participates in classification and compensation projects or studies of varying complexity; reviews, analyzes, and evaluates positions; assists and consults with the Classification and Compensation Manager in

determining appropriate classifications, grades, and salary levels using point factoring; conducts and contributes to salary surveys by researching, collecting, and analyzing market data and internal salary relationships.

- Represents the Compensation function to HR Operations and department management, providing guidance on classification decisions and pay adjustments; identifies key facts, explains conclusions, and delivers presentations to management.
- Reviews, analyzes, and finalizes job descriptions and job content; creates new class specifications or revises existing ones; determines the appropriate classification for new or modified positions and verifies the required level of education, experience, and responsibilities.
- Conducts job audits and recommends classifications for newly proposed positions; evaluates existing positions to ensure proper classification and grading.
- Conducts individual position audits by gathering and analyzing data from relevant parties; prepares written reports and notifies management of findings and recommendations.
- Leads and participates in the development of management and administrative policies, procedures, and project planning.
- Analyzes and reviews management practices and procedures, making recommendations for improvements.
- Leads various compensation analysis projects as assigned.
- Evaluates workflows, processes, and operational systems to advise management on job design and classification issues.
- Reviews compensation requests and evaluates applicants' experience and education in relation to the position; conducts a comprehensive analysis prior to submission for management approval.
- Reviews and evaluates reclassification and classification-related requests and any associated compensation reviews; conducts a comprehensive analysis prior to submission for management approval.
- Maintains records related to salary administration, temporary increases, classification reviews, and job descriptions.
- Handles sensitive and confidential records, plans, documents, and decisions, maintaining strict confidentiality of all information.
- ***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 related field.
- Five (5) 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 working surface is even and may be carpeted or a tiled floor.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer terminal, a computer printer, a computer keyboard, a photocopy machine, a fax machine, and a calculator.
- Materials and products handled while performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- May be required to drive a county vehicle in the course of duty.