Human Resources
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Classification and Compensation Analyst Senior

JOB CODE	JOB FAMILY	PROFILE
JCP327	**Human Resources**	**Classification and Compensation Analyst Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**September 21, 2026**

The Classification and Compensation Analyst Senior provides a variety of professional, technical, and analytical Human Resources functions in the areas of classification, compensation, and salary administration. Responsibilities include conducting bi-yearly salary surveys, managing allowance extensions, special pay, and one-time payments. This role manages the classification and compensation modules within the county-wide Human Resources Information System (HRIS) and assists in training related to classification and compensation.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates with assigned County departments on classification and compensation requests, issues, or other matters as required or assigned by the Compensation Manager.
- Conducts classification and compensation analyses on new hires, promotions, reclassifications, and transfers to ensure consistency with the County’s compensation philosophy. Reviews and evaluates applicants' experience and education as it pertains to the position and makes compensation recommendations based on research and analysis.
- Participates in classification and compensation projects and studies of varying complexity; reviews, analyzes, and evaluates classifications and salary structures.
- Conducts and participates in salary surveys; researches, collects, and analyzes market data and internal salary relationships.

- Consults with and recommends to the Compensation Manager appropriate classifications, grades, and salary ranges.
- Conducts individual classification desk audits by gathering information from involved parties, analyzing collected data, and preparing written reports with recommendations. Notifies management of approved recommendations.
- Reviews and analyzes classification descriptors for job content. Creates new job descriptions or revises existing ones. Determines the appropriate classification for new or modified positions and verifies assigned duties, education, and experience requirements.
- Determines methodology for collecting and analyzing data and recommends or implements approved classifications, as assigned.
- Maintains and manages the classification and compensation modules within the County-wide HRIS system.
- Conducts internal audits on classification and compensation actions to ensure data accuracy and makes corrections as needed.
- Prepares statistical reports and correspondence; responds to written and verbal inquiries regarding classification, compensation practices, and related matters.
- Administers and coordinates the Temporary Upgrade process for temporary increases in pay and review HR maintenance reports for accuracy on a scheduled basis, as assigned.
- Administers and coordinates allowance extensions, special pay processes, one-time payments, and incentive pay, as assigned.
- Schedules and attends meetings related to compensation issues.
- Handles sensitive and confidential records, plans, documents, or decisions, and maintains confidentiality of all sensitive 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 professional experience in human resources, business operations, administration, finance, or a related field involving analysis, coordination, or program support.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience in human resources, including classification, compensation, or related functions.

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, computer terminal, computer printer, computer keyboard, photocopy machine, fax machine, and 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.