Human Resources
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Classification and Compensation Manager

JOB CODE	JOB FAMILY	PROFILE
JCM307	**Human Resources**	**Classification and Compensation Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**September 21, 2026**

The Classification and Compensation Manager evaluates job positions, determines appropriate classifications, conducts salary surveys, and maintains the County's classification and compensation plans. The role develops and implements new or revised programs, policies, and procedures that align with Bernalillo County's compensation philosophy, management objectives, and competitive practices.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages the development, implementation, and administration of classification and compensation programs.
- Oversees the preparation and updates of occupational groups, job families, classifications, job descriptions, and salary grades.
- Monitors the effectiveness of existing classification and compensation strategies.
- Advises management on state and federal employment regulations, Bernalillo County Rules and Regulations, Administrative Instructions, and compensation policies.
- Provides guidance on hiring pay, equity reviews, and analyst recommendations to ensure compliance with pay equity requirements.
- Recommends cost-effective changes that align with market trends and County objectives.
- Provides advice on job classification and pay decisions, policy interpretation, and job evaluations.

- Designs creative solutions for classification, compensation programs, and incentive plans.
- Develops methods for compiling, preparing, and presenting compensation data to County leadership.
- Oversees salary survey participation and monitors data to meet compensation goals.
- Performs multifactor data and cost analysis for use in union and non-union compensation planning, including support for collective bargaining.
- Ensures compliance with all applicable compensation laws and regulations.
- Prepares reports, such as gender pay gap analyses, classification and compensation summaries, flow charts, career path reports, and job analysis summaries.
- Provides leadership, mentorship, and support to classification and compensation staff.
- Continuously reviews employment regulations and County policies to ensure practices remain current and compliant.
- ***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.
- Nine (9) years of work experience in compensation, market, or job analysis.
- Two (2) years of experience in a supervisory role.

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

- Essential duties are primarily performed indoors in a temperature-controlled environment.
- The primary work surface is typically even, dry, and carpeted or tiled.
- Work is performed independently, with or without direct supervision, and occasionally as part of a team or working group.

EQUIPMENT, TOOLS, AND MATERIALS

- Frequently used equipment includes a telephone, computer, calculator, fax machine, and photocopier.
- A variety of paperwork, forms, and office materials are handled in the performance of daily responsibilities.