

Classification and Compensation Analyst

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Executive Director of Human Resources, the Classification and Compensation Analyst supports the implementation of the Howard County Public School System's classification and compensation programs.

ESSENTIAL POSITION RESPONSIBILITIES

- Communicates with employees regarding compensation, position classification, and administers pay policies and practices for the school system.
- Processes pay changes and ensures payment of all negotiated stipends, differentials, and compensatory stipends.
- Conducts classification reviews, desk audits, participates in salary surveys, comparable studies, and conducts ad-hoc surveys.
- Conducts classification and compensation investigations, research, data analysis and interpretation, and prepares and completes reports, forms, other documents and makes recommendations, including job analysis, job description review, and pay grade classification.
- Confers with administrators, managers, and employees regarding classification and salary inquiries and position review requests.
- Serves on committees and/or advisory groups related to classification and compensation issues.
- Maintains the job classification database and ensures all updates, additions, and revisions are posted on website.
- Prepares position descriptions, audit or survey reports, and position evaluations, and recommends classification actions.
- Works with the Recruitment and Talent Acquisition Coordinator and HRBP - Recruitment to process hires, promotions, and job classification and announcement changes.
- Researches, identifies, and recommends which classifications, occupational groupings, departments, divisions, or sections are to be studied.
- Creates, modifies, and updates spreadsheets and other electronic media to help illustrate recommendations, trends, and a variety of market data.
- Supports the events and initiatives for the Division of Human Resources and Leadership Development including recruitment events, processing observing for administrative interview panels, and developing standard operating procedures documentation.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the qualifications listed below to be considered for the vacancy.

Education and Experience:

Applicants must meet the criteria in ONE of the rows below.	
A high school diploma or equivalent	AND Eight (8) years of professional human resources experience which includes compensation, position classification, and position evaluation and/or development.
An Associate degree in business or a related field	AND Six (6) years of professional human resources experience which includes compensation, position classification, and position evaluation and/or development.
A Bachelor’s degree or higher in business or a related field.	AND Four (4) years of professional human resources experience which includes compensation, position classification, and position evaluation and/or development.

PREFERRED QUALIFICATIONS

- Master’s degree in education, human resources, or a related area.
- Five (5) years of classification and compensation experience in a PreK-12 school setting.
- Certification as a PHR/SPHR or SHRM-CP.
- Experience utilizing Workday or a similar Human Capital Management System.
- Project management experience and professional experience monitoring, tracking, and analyzing data to inform decision-making.

SELECTION REQUIREMENTS

Applicants who meet the minimum (and preferred) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

Applicants evaluated as Best or Better Qualified based on the preferred qualifications will be required to complete a Microsoft Excel performance assessment. Invitation to interview will be contingent upon successful completion of this assessment.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

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EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 26, \$93,690 - \$141,180. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Nicole M. Carter
Executive Director
Office of Human Resources
(410) 313-6691
Nicole_Carter@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.