



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

COMPENSATION, BENEFITS, AND JOB ANALYSIS SPECIALISTS

Class Title	Class Code	Pay Band	Alt Pay Band*
Compensation, Benefit, Job Analysis- B	C1072B	60	
Compensation, Benefit, Job Analysis- O	C1072O	65	
Compensation, Benefit, Job Analysis- A	C1072A	70	

*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.

Occupation Description

Conducts programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

Nature of Work

Compensation, Benefits, and Job Analysis Specialists, working at the State Personnel Office, Risk Management Division (RMD) at the General Services Department or the Department of Public Safety, conduct compensation programs for the classified service or state police salary plans.

Compensation specialists devise ways to ensure fair and equitable pay rates. They may conduct surveys to see how their state's rates compare with others, and they ensure that the state's pay scale complies with changing laws and regulations. In addition, compensation managers often manage their state's performance evaluation system, and they may design reward systems such as pay-for-performance plans.

Benefits specialists at the RMD manage the state's employee benefits program, notably health insurance and pension plans. Expertise in designing and administering benefits programs continues to take on importance as employer-provided benefits account for a growing proportion of overall compensation costs, and as benefit plans increase in number and complexity.

Job analysts collect and examine detailed information about job duties in order to prepare job descriptions. These descriptions explain the duties, training, and skills that each job requires. Whenever an organization identifies a new job or reviews existing jobs, it calls upon the expert knowledge of the job analyst.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Performs job classification and analysis duties.

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- Collects and analyzes information about job duties to prepare job descriptions.
- Prepares reports documenting the job analysis process.
- Perform standardized duties such as data entry or accounting review for compensation professionals.
- Carries out projects related to employee insurance.

Recommended Education and Experience for Full Performance

Bachelor's degree in Human Resource Management, Business Administration, Personnel Administration and two (2) years of experience in human resource administration, compensation and benefits administration and/or job classification.

Minimum Qualifications

Associates degree in Human Resource Management, Business Administration, Personnel Administration and two (2) years of experience in human resource administration, compensation and benefits administration and/or job classification. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Operational

- Performs duties related to classification, compensation and human resource management. Collects and analyzes detailed information about job duties to prepare job descriptions and prepare technical reports documenting the job analysis process.
- May also be responsible for problem solving regarding accounting procedures, implementing improved accounting and data tracking mechanisms, perform independent review and analysis of life and health insurance policies to ensure that public employees have sufficient insurance coverage and to ensure compliance with rules/regulations involving group and individual insurance policies.

Recommended Education and Experience for Full Performance*

Bachelor's Degree in Human Resources or Business Administration, Personnel Administration, HR Administration or Management and four (4) years of experience in human resource administration, compensation and benefits administration and/or job classification.

Minimum Qualifications

Bachelor's Degree in Human Resource Management or Business Administration, Personnel Administration or Management and two (2) years of experience in human resource administration, compensation and benefits administration and/or job classification. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Advanced

- Performs complex duties related to human resource management in the areas of job analysis and compensation.
- Collects and analyzes technical and specialized information to prepare job descriptions. Prepares complex and specialized reports documenting recommendations and processes. Studies the effects of industry/organizational trends upon positions and structures.
- Establish and maintain pay systems.

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- Devise ways to ensure fair and equitable pay rates.
- Conducts surveys to compare pay rates.
- Verifies compensation compliance with changing laws/regulations, may design reward systems such as pay for performance.
- Monitors adjunct benefits programs such as health and life insurance or retirement.

Recommended Education and Experience for Full Performance

Bachelor's Degree in Human Resource Management or Business Administration, Personnel Administration and seven (7) years of experience in HR administration, compensation and benefits administration and/or job classification.

Minimum Qualifications

Bachelor's Degree in Human Resource Management or Business Administration, Personnel Administration and four (4) years of experience in HR administration, compensation and benefits administration and/or job classification. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001 **Revised:** 3/3/2014

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.