



The County of San Bernardino  
invites application for the position of

**Classification/Compensation Analyst\***  
Job Number: 18-03511CC-01

**SALARY**

\$30.53 - \$41.58 Hourly    \$5,291.87 - \$7,207.20 Monthly    \$63,502.40 - \$86,486.40 Annually

**APPLY BY:** Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

**THE POSITION**

**Apply no later than Friday, JULY 13, 2018 for Priority Consideration**

**Effective July 23, 2018, a 3% salary increase plus a roll-in of the supplemental retirement contribution will increase the maximum annual base salary to \$86,486.**

**Additional scheduled increases through July 18, 2020  
will bring the maximum annual salary to \$91,743.**

**Our lucrative salary and benefits package is valued up to \$110,052 annually.**

Paid Time Off	Health Benefits	Retirement	Additional Benefits
<ul style="list-style-type: none"> <li>• Up to 4 weeks accruable Vacation</li> <li>• 80 Hours Administrative Leave</li> <li>• 12 days Sick Leave with unlimited accrual</li> <li>• 14 Paid Holidays</li> <li>• 16 hours Perfect Attendance Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Medical, Dental and Vision – family coverage</li> <li>• Premium subsidies up to \$12,959 annually</li> <li>• Flexible Spending Account with up to \$1,040 annual County match</li> </ul>	<ul style="list-style-type: none"> <li>• Generous Pension</li> <li>• 401k with 2-for-1 County match up to 6% of salary</li> <li>• 457(b) with .5-for-1 County match up to .5% of salary</li> <li>• Retirement Medical Trust Fund – County contribution up to 2.5% of salary</li> <li>• Retirement Reciprocity</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible Work Schedule (9/80)</li> <li>• \$1,000 Education/Membership Reimbursement</li> <li>• Health Club Membership Reimbursement</li> <li>• Life Insurance</li> <li>• Long &amp; Short Term Disability</li> <li>• Commuter Services</li> </ul>

**For additional benefits and details click here.**

**THE POSITION**

The County of San Bernardino seeks a dynamic and experienced **Classification and Compensation Analyst** to support the County's bargaining team in preparation for collective bargaining. This position will conduct salary and equity studies; research and identify comparable classifications; compile salary and total compensation data; analyze data and report findings; assist in the development of new salary structures; perform competitive market analysis; maintain comparison data up-to-date; prepare reports to be presented during the negotiations process; and defend data and findings as needed.

The County's **Labor Relation Unit**, within the County Administrative Office, is responsible for the management and implementation of labor relations activities Countywide. The Labor Relations Team, under the leadership of the County Labor Relations Chief, participates in negotiations for bargaining agreements, issue-specific meet and confer sessions, and general interactions with the County's recognized bargaining agent.

The Labor Relations Unit is responsible for negotiating labor agreements for 26 bargaining units covering nearly 19,000 County employees and approximately 24,000 providers in the In-Home Supportive Services (IHSS) program.

*\*Official Title: Labor Relations Analyst*

## **MINIMUM REQUIREMENTS**

**Education:** A bachelor's degree in Business or Public Administration, Behavioral Science, Human Resources Management, Accounting, Finance, Statistics or a closely related field.

-- AND --

**Experience:** One (1) year of professional-level experience as a Human Resources Analyst with experience conducting classification and compensation studies as part of a structured classification plan; experience must include conducting salary surveys, classification studies or organizational studies; analyzing salary information and recommending salary ranges; recommending organizational realignment and/or developing new classifications.

## **DESIRED QUALIFICATIONS**

The **ideal candidate** will have three (3) or more years of experience conducting classification and compensation studies in a unionized environment; researching, analyzing information and data, and presenting findings in a concise format; utilizing Excel and other computer technology for data gathering, analysis and reporting; effectively communicating both in writing and verbally; and efficiently handling multiple tasks and shifting work priorities as needed. *Additionally, experience in labor relations or supporting labor negotiations is highly desired.*

## **SELECTION PROCESS**

The selection process will include a **competitive evaluation of qualifications** based on a review of the application and supplemental questionnaire. The most highly qualified candidates may be invited to a selection interview.

Applications will be accepted and processed until a sufficient number of qualified applications are received. **Applicants are encouraged to apply as soon as possible.**

*The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.*

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Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

**Issue Date:** 7/2/18 SZ