



City of Harrisonburg Compensation Analyst

SALARY	\$30.59 - \$33.65 Hourly \$2,447.20 - \$2,692.00 Biweekly \$5,302.27 - \$5,832.67 Monthly \$63,627.20 - \$69,992.00 Annually	LOCATION	Harrisonburg, VA
JOB TYPE	Full-Time	JOB NUMBER	5193 - (Jan 2024)
DEPARTMENT	Human Resources	OPENING DATE	01/11/2024
CLOSING DATE	Continuous	FLSA	Exempt

Description



The City of Harrisonburg's Human Resources Department is currently seeking a Compensation Analyst to ensure the City maintains a competitive and best-in-industry compensation system. Collaboration and leadership in this role will be key in ensuring the success of the City's compensation philosophy while simultaneously advancing the Human Resources Department's Strategic Plan.

The Human Resources Department serves approximately 850 employees and currently consists of 6 team members: Director, Deputy Director, Generalist Senior, Generalist, Administrative Specialist, and temporary Administrative Specialist. The Compensation Analyst is a new position that offers an excellent opportunity for the selected candidate to make a direct impact in the City's workforce while also being part of an evolving culture with the following five values: Progressive Innovation, Winning Teamwork, Productive Communication, Trusted Service, and Valued Employees.

The Compensation Analyst is an exempt full-time position with benefits and a preferred hiring range of \$30.59 - \$33.65 per hour (equivalent to \$63,627 - \$69,992 annually); however, an exact salary will be dependent upon the selected candidate's qualifications and experience and in compliance with City policy. While this position cannot be completed fully remotely, a future availability for a hybrid telecommuting work arrangement may be considered.

As a leader in this role, you'll:

- Develop, administer, implement, and evaluate the City's classification and compensation system;
- Regularly develop and assess City classifications, maintain the classification listing, analyze market conditions, and create and recommend compensation strategies and policies to Administration;
- Collaborate with multiple City departments in the area of compensation;
- Serve as a subject matter expert in public sector compensation and work on a team to ensure the implementation of the City's compensation philosophy.

A detailed list of essential job functions and a list of the ideal candidate's knowledge, skills, and abilities are listed in the [class specification](#).

Minimum Qualifications

- Bachelor's degree from an accredited college or university with a major in human resources, public administration, business administration, or related field, and considerable (3-5 years) recent, relevant experience in classification and compensation administration, data analytics, economics, or human resources. An equivalent combination of education and experience may be used to meet this requirement.
- Valid driver's license.
- World at Work Certified Compensation Professional (CCP) required within three years of employment. Society for Human Resource Management (SHRM) Certification and/or Public Sector Human Resources Association (PSHRA) Certification are preferred but not required for consideration.
- [Click here to view the physical requirements for this position.](#)

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review; and
- Criminal background check.

Supplemental Information

To Apply: In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history. This position may close at any time after 10 calendar days. (posted 01/11/2024)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.



Agency

City of Harrisonburg

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Website

<https://www.harrisonburgva.gov/employment>