



Maryland Judiciary

Job Announcement

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REPOST – PREVIOUS APPLICANTS WILL BE CONSIDERED

Opening Date:	October 23, 2015	Closing Date:	OPEN UNTIL FILLED
		Next Review:	December 14, 2015
Job Title:	Classification and Compensation Analyst	Position Type:	Regular Full-Time
PIN:	TBD	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Human Resources Department Annapolis, Maryland	Grade/Salary:	J13 \$47,322 - \$56,562
		Financial Disclosure:	Yes

Essential Functions. The position performs job analysis and classifies a wide variety of jobs across job families and pay ranges, utilizing applicable evaluative methodologies, to ensure consistent classifications for all positions; conducts and participates in salary surveys; reviews and proposes sound alternatives for organizational structures and proposals for classification and salary administration; conducts on-site interviews for classification and salary development; performs and prepares comprehensive detailed analytical reports of classification and salary data; conducts special compensation studies of salary and pay practices. Utilizing HRIS database (PeopleSoft), analyzes data, creates and presents reports, and develops recommendations as appropriate; provides guidance to administrators on salary actions; e.g., job reclassifications, organizational developmental re: classification/compensation and job progression; promotions, internal/external salary equity data, according to established policies and procedures and/or federal/state/local laws and regulations. Analyzes salary data to make recommendations regarding compensation initiatives, policies and procedures affecting all Judiciary employees. Performs related duties as assigned.

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: Three years of professional level human resources experience, to include one year as an analyst and/or professional experience in conducting job evaluation, job analysis and salary administration.

OR

Education: An Associate Degree from an accredited college or university

Experience: Five years of professional level human resources experience, to include one year as an analyst and/or professional experience in conducting job evaluation, job analysis and salary administration.

OR

Education: High School Diploma or GED

Experience: Seven years of professional level human resources experience, to include one year as an analyst and/or professional experience in conducting job evaluation, job analysis and salary administration

Preferred: SHRM or IPMA-HR Certification
PeopleSoft HRIS and/or other HR database systems
Intermediate to advance level in Excel
Prefer that the analyst or professional experience in conducting job evaluation, job analysis and salary administration is in government and/or a not-for-profit organization.

Skills/Abilities: Knowledge in the application of job evaluation methodologies; knowledge of principles, theories, concepts and practices of compensation program design and administration, including job classification and market pricing; knowledge of human resources management theory, policies and practices; strong analytical and organizational skills; knowledge of applicable laws and regulations; effective communication skills, verbally and in writing; ability to establish and maintain a professional harmonious effective working relationships with human resources' colleagues, administrators, public officials and the general public; ability to provide guidance and accurate advice and information to managers, staff and other administrative officials; ability to develop presentations, special classification and compensation studies and project reports; ability to develop innovative solutions to resolve complex problems; ability to handle multiple duties, prioritize and to define problems, collect data, establish facts, draw valid conclusions and formulate recommendations; ability to work in a fast paced environment; to interpret policies, procedures, regulations or laws. Ability to utilize and run reports/queries using a HRIS database system, preferably PeopleSoft. Ability to use Microsoft Office software programs Word, Access, and PowerPoint; Ability to demonstrate proficiency in Excel and Human Resources Information Systems. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.