



# ADA COUNTY HUMAN RESOURCES

## HR SPECIALIST – COMPENSATION

*Human Resources*

**HIRING WAGE:** \$65,000/yr + DOE

**STATUS:** Full time with benefits

**CLOSING DATE:** Until Filled

**APPLICATION MATERIALS:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

***About Us:** Ada County is a rewarding place to work. As an Ada County employee, you will serve in your communities, contributing to making Ada County a great place to live. Ada County employees are given opportunities for advancement and career growth as well as a generous Benefits Package for benefit-eligible employees including paid parental leave, competitive health, dental, and vision insurance, PERSI retirement plan, and much more.*

### **GENERAL SUMMARY**

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Performs specialized human resource (HR) activities in position classification, job evaluation, and salary administration. Participates in and conducts internal and external salary surveys to ensure market competitiveness. Maintains a classification and compensation program for Ada County. Performs other human resource activities to include consulting, coaching, and advising on human resource matters and policies, performance management, employment law compliance, employee recruitment and retention, and employee relations.

### **DISTINGUISHING FEATURES OF THE CLASS**

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This position works under minimal supervision and carries out work assignments in accordance with instructions, policies, previous training, or accepted human resource practices.

### **ESSENTIAL FUNCTIONS**

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- Researches and recommends appropriate job classification and compensation structure for Ada County jobs;
- Conducts analysis and advice on compensation related issues such as: new hire salaries, promotions, reclassifications, salary adjustments, and reorganizations;
- Provides consultative advise to supervisors, managers, Human Resource staff, and others in writing, analyzing, and interpreting job classification related documents and specifications;
- Provides guidance, oversight, and communication on compensation philosophies, practices, and administration;
- Reviews job descriptions and determines Fair Labor Standards Act (FLSA) status;
- Maintains and updates job classification and positions in HRIS;
- Proactively reviews compensation for consistency and equity;
- Makes recommendations regarding job classification and compensation short and long-term goals and objectives to the Human Resources Manager, department heads, and elected officials;
- Participates in market salary surveys to ensure competitive pay practices;
- Conducts internal salary audits to ensure compliance with county, state and federal and regulations including Title VII, FLSA, EEOC, etc;
- Directs analysis of organizational trends, market data, and industry practices;
- Conducts periodic job audits;

- Works with employees and supervisors to discuss and resolve job classification and compensation disputes;
- Process compensation related personnel actions for consistency and accuracy in a timely manner to meet payroll deadlines
- Analyze and report on ad-hoc and recurring data requests.

#### **ADDITIONAL FUNCTIONS**

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- Participates with HR team on projects and goals;
- Serve as HR liaison for internal compensation committee(s);
- Develop and maintain policies, procedures, and operational manuals;
- May conduct training for managers and employees on human resource related topics;
- May consult with departments and offices regarding position and organizational structures, including reporting structures;
- May process compensation related personnel actions for consistency and accuracy in a timely manner to meet payroll deadlines;
- Interprets and explains human resource rules, regulations, policies, and procedures;
- Performs related duties as required.

#### **JOB REQUIREMENTS**

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- A Bachelor's degree from an accredited university in Human Resource Management or a related field and a minimum of three (3) years of experience in human resources, including direct experience in job analysis and compensation, or equivalent combination of education and experience;
- Professional certification as a Senior Professional in Human Resources (SPHR), SHRM Senior Certified Professional (SHRM-SCP), Professional in Human Resources (PHR), SHRM Certified Professional (SHRM-CP), or Certified Compensation Professional (CCP) is preferred;
- Experience using human resource information systems, Oracle preferred;
- Knowledge of applicable laws and regulations, including FLSA, FMLA, ADAAA, EEO, and Title VII of the Civil Rights Act, etc. and principles and best practices in HR;
- Knowledge of standard position classification methods and techniques, including salary surveys, job audits, organizational relationships, internal and external comparisons, class specifications, and slotting;
- Knowledge of job design and compensation plan designs, including base pay, variable pay, and market pricing;
- Knowledge of merit systems principles and practices;
- Knowledge of the principles and best practices of human resource management, employee development, mentoring, and employee relations;
- Knowledge of applicable employment laws and regulations;
- Knowledge of effective employee supervision and motivation;
- Skill in reviewing, editing, and creating job descriptions and evaluating for placement in a job compensation band;
- Skill in research methods and techniques;
- Skill in compensation techniques, theory, practices, methods, programs, and plans;
- Skill in preparing and analyzing statistical reports;
- Skill in prioritizing multiple projects and deadlines;
- Skill in working effectively with individuals at all levels: employees, managers, department heads, and elected officials;
- Ability to effectively use MS Excel at an advanced level;
- Ability to effectively use MS Word, PowerPoint, and other applicable software at an intermediate level;
- Ability to interpret and explain laws, regulations, policies, and procedures;
- Ability to explain complex information in an understandable fashion and to communicate effectively verbally and in writing, and make presentations in group settings;
- Ability to adapt to changing business needs and conditions;
- Ability to exercise tact and discretion;
- Ability to work under own initiative and utilize independent judgment;
- Ability to work as a member of a team to accomplish division and department goals;
- Ability to maintain confidentiality of human resource issues and records.

## OTHER REQUIREMENTS

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- Must possess a valid driver's license.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

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- This position requires sustained periods using a keyboard and performing other computer work;
- This position may require long periods of sitting or standing;
- This position may travel throughout the county and conduct audits of jobs that require fieldwork.

**Employee Benefits:** *Ada County recognizes that employees are our most valuable asset. We are proud to offer a comprehensive benefits package to benefit-eligible employees designed to support the health, wellness, and long-term financial stability of our employees and their families. Visit us at [adacounty.id.gov/Human-Resources/Employee-Benefits](http://adacounty.id.gov/Human-Resources/Employee-Benefits) to view details regarding our benefits package, including: paid parental leave, healthcare benefits, retirement benefits, and more!*

## DISCLAIMER

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

## NOTE

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*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.*

*\* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

**Ada County Human Resources | 200 W. Front Street, 2<sup>nd</sup> Floor, Boise, ID 83702**

**Office: 208-287-7123 Fax: 208-287-6999**

**[adacounty.id.gov](http://adacounty.id.gov)**