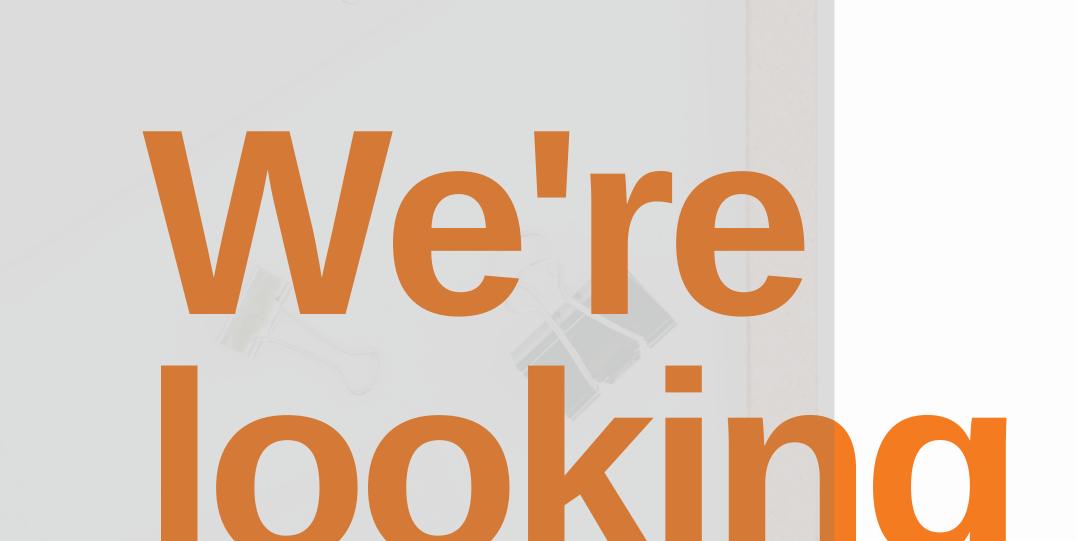


# Calling all HR professionals with experience in classification and compensation analysis!





Koff & Associates is a **premier public sector Human Resources Services firm** specializing in designing classification and compensation systems, organizational development, and other custom services for the management of human resources.

We offer the ability to do meaningful work and make a **positive impact** public sector agencies and local communities. We are a learning organization, dedicated to creating opportunity for professional growth, **development, and career advancement.** 

We have a progressive culture that promotes work-

**life balance** by supporting **flexible work hours** and locations – including **remote work.** 

### **Job Requirements**

Demonstrated knowledge of the principles, practices, and techniques of human resources administration, including classification and compensation.

A commitment to teamwork, providing top notch products, and delivering exceptional client service maintaining our culture and our brand is a shared responsibility! Effectively prioritizing tasks, managing time and heavy workloads coupled with the ability to learn new industries and the K&A methodology quickly

## **Successful Candidate Responsibilities**

#### Associate

- Interviews and surveys employees, management, and other stakeholders and conducts desk audits (as needed) to collect position and organizational information.
- Conducts job analyses to determine appropriate classification and FLSA exemption status.
- Writes and updates classification descriptions based upon desk audits, position analysis questionnaires, and market information.
- Evaluates similarities and differences between classifications and makes recommendations on comparability.
- Collects salary and benefits information; develops compensation recommendations based on recognized industry standards, application of equity principles, and best practices.
- Writes reports clearly and persuasively supporting classification and/or compensation recommendations.
- Ensures project milestone achievement within promised timelines and established project budgets.
- Learns to master technical competency in classification and compensation practices.

Senior Associate - mastery of the Associate responsibilities, and:

- Contributes to process and organizational improvement.
- Delivers high-quality work products to project managers.
- Project execution.
- Leads small project teams and provides training to less experienced team members.
- Fields client inquiries and delivers on client needs and requests.
- Potential to become a SME in a certain industry or type of client.

## **Competencies**

Forward Thinking: Anticipate implications and consequences of situations and take appropriate action to be prepared for possible contingencies.

Written and Oral Communication: Express oneself clearly in interactions with others and in business writing.

Fostering Teamwork: Work cooperatively with others on a team.

Thoroughness: Ensure that one's own and others' work and information are complete and accurate; follow up with others to ensure that agreements and commitments have been fulfilled.

Technical Expertise: Principles, practices, and techniques of human resources administration, including classification and compensation.

Personal Credibility: Demonstrate concern that one be perceived as responsible, reliable, and trustworthy.

Diagnostic Information Gathering: Identify the information needed to clarify a situation.

Analytical Thinking: Tackle a problem by using a logical, systematic, sequential

approach.

Managing Performance: Take responsibility for one's own performance.

## **Minimum Qualifications**

At least 2 years of professional analytical experience in classification and compensation. Possession of a CCP and experience in a consulting role is preferred;

**BS/BA degree in human resources**, business or public administration, finance, **accounting**, or a related field. Master's degree is preferred;

Walk-on-water written and oral communication and computer skills; and

A customer-service orientation and "can-do" attitude.

**Questions? recruiting@koffassociates.com** 

CLICK HERE TO APPLY!

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