




Koff & Associates

A Gallagher Company

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

**We're
looking
for you.**

**Positions filled at the
Associate/Senior Associate level
depending on qualifications.**



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!**