

PERALTA COMMUNITY COLLEGE DISTRICT – March 2026

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

**COMPENSATION & BENEFITS ANALYST
(Confidential Salary Range 40)
Job Code: 1126**

CLASS PURPOSE

Under general direction, performs professional-level analytical work in the areas of classification and compensation and providing support to benefits administration; conducts classification and reclassification studies, supports compensation analyses, maintains classification structures and salary schedules, and ensures compliance with applicable federal and state laws, Board policies, and district procedures.

EXAMPLES OF ESSENTIAL DUTIES:

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class.

- Conduct classification and reclassification studies for classified, confidential, and management positions, including job analysis, internal alignment, and external benchmarking.
- Review and evaluate job descriptions to ensure accuracy, consistency, and alignment with district organizational needs and classification standards.
- Analyze and maintain salary schedules, compensation structures, and pay ranges, including market adjustments, and equity analyses.
- Perform internal equity, compression, and pay parity analyses using quantitative and qualitative data.
- Participate in market salary surveys, including data collection, validation, analysis, and comparison to public-sector and higher education benchmarks.
- Prepare written classification study reports, compensation analyses, and recommendations for review by Human Resources leadership.
- Support position management and position control processes by ensuring classification and compensation alignment with approved positions and funding structures.
- Assist with the development, maintenance, and interpretation of total rewards programs, including salary, stipends, differentials, benefits, and other compensation-related elements.
- Provide technical guidance to administrators, supervisors, and HR staff regarding classification standards, compensation practices, and related procedures.
- Provide analytical and administrative support for employee benefits programs, including health, dental, vision, life insurance, retirement, and voluntary benefits.

Job Description: Compensation & Benefits Analyst

- Assists with benefits enrollment processes, including new hire enrollments, qualifying life event changes, and annual open enrollment activities during peak periods.
- Maintain accurate records and documentation related to classification decisions, compensation analyses, and audit requirements.
- Collaborate with Employee Relations and Labor Relations staff by providing classification, compensation, and benefits data to support negotiations, grievances, and administrative reviews, as appropriate.
- Utilize HRIS and reporting tools to generate, analyze, and present workforce and compensation data.
- Stay current on applicable laws and regulations and ensure district practices remain compliant.
- Participate in continuous improvement of classification, compensation, benefits processes, tools, and documentation.
- Perform related responsibilities and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Principles and practices of classification and compensation systems in the public sector.
- Job analysis methodologies and classification study techniques.
- Compensation theory, salary survey analysis, and market benchmarking.
- Internal equity, pay compression, and compensation alignment practices.
- Retirement systems: reporting requirements, and retirement tiers.
- Plan Design: health, dental, vision, life, and disability plan structures, including PPO and HMO differences and provider networks.
- Applicable federal and state employment laws and regulations.
- California community college organizational structures and employment categories.
- HRIS systems, databases, and reporting tools.
- Data analysis and report preparation techniques.

Ability and Skills

- Analyze complex employee relations issues and exercise sound judgment.
- Interpret and apply classification standards and compensation guidelines.
- Prepare clear, concise, and well-supported written reports and recommendations.
- Analyze complex data and present findings to both technical and non-technical audiences.
- Maintain confidentiality and exercise sound judgment in sensitive matters.
- Communicate effectively and collaborate with diverse stakeholders.
- Manage multiple projects and meet deadlines in a public-sector environment.

Job Description: Compensation & Benefits Analyst

- Use spreadsheets, databases, and analytical tools effectively.
- Establish and maintain cooperative and effective working relationships with others.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Human Resources, Business Administration, Public Administration, or a related field.
- Three (3) years of professional-level experience in classification, compensation, total rewards, or human resources analysis, preferably in a public-sector or higher education environment.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Experience in a California community college or public educational setting.
- Direct experience conducting classification and reclassification studies.
- Familiarity with collective bargaining environments.
- Professional certifications in Human Resources such as a Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or IPMA-HR Certified Professional is desirable.

PHYSICAL ABILITIES AND WORK ENVIRONMENT

- Occasional work performed alone.
- Constant work around and with people.
- Office environment with extensive computer and telephone use.
- May require attendance at meetings outside normal business hours.
- Occasional travel between district sites.
- Ability to regularly stand, walk, bend, and stoop.
- Ability to sit, stand, and use standard office equipment for extended periods.
- Ability to lift and carry materials weighing up to 10 and occasionally life up to 25 pounds.

TOOLS AND EQUIPMENT USED

- Office environment with extensive computer and telephone use.

Board Approved, March 2026