



## Arkansas Game and Fish Commission Employment Job Posting

CLASSIFICATION AND COMPENSATION MANAGER - **CLASSIFICATION AND COMPENSATION MANAGER**  
**POSITION NO: 22096316**

### **POSTING INFORMATION:**

Advertisement Opens: Sept. 7, 2021

Advertisement Closes: Sept. 28, 2021

Full Time: Yes

Salary: \$45,010.00 - \$45,010.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in human resources, public administration, or a related field; plus four years of human resources experience, including one year in a supervisory or leadership capacity. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Human Resources Chief.

#### Preferred Education and/or Experience:

#### Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of personnel management. Knowledge of state and federal personnel laws, policies, and procedures. Knowledge of classification and compensation techniques and procedures. Knowledge of state personnel budget preparation. Ability to interview and extract information. Ability to analyze information and recommend appropriate action. Ability to prepare and present oral and written information and reports. Ability to interpret and apply personnel laws, policies, and procedures.

#### Preferred Knowledge, Abilities, and Skills:

Knowledge of State Classification and Compensation Process. Experience with AASIS or SAP software.

### **POSTING DETAILS:**

#### Position Location:

City: Little Rock, Arkansas

Office: Little Rock Central Office

Division: Human Resources

#### Job Summary:

The Classification and Compensation Manager is responsible for conducting job analysis and providing personnel-related assistance to the Commission. This position is governed by state and federal laws and agency policy.

Typical Functions:

Conducts job analysis by gathering and analyzing job-related information, writing classification specifications, deriving the knowledge, abilities, and skills necessary to perform a job, and preparing supporting documentation. Conducts research and prepares narrative and statistical reports explaining findings and job audits to determine and recommend proper classification. Analyzes occupational group structure to determine whether all jobs have been adequately identified and whether the descriptions for various levels of a job reflect a valid difference in responsibility, knowledge, and ability. Provides assistance to divisions concerning a variety of personnel-related activities, policy clarifications/interpretations, and budget processes by explaining procedures, discussing needs, reviewing requests, conducting job analysis, and preparing recommendations. Acts as project leader for assigned special projects. Performs other duties as assigned.

Specific Duties and Responsibilities:

NONE

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

May require occasional in-state and out-of-state travel.

Other Specific Information:

All applicants are subject to a criminal background check.

Applications must include complete work history and references.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.