

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES This is a non-career, term job with the Metropolitan Washington Airports Authority (Airports Authority). Serves as a Compensation Specialist in the Compensation Department (Department) in the Office of Human Resources (Office). Evaluates jobs under the Salaried Evaluation System (SES) and Trades Evaluation System (TES). Writes new and edits existing job descriptions, which includes establishment and content validation of selection criteria. Helps administer the Airports Authority's compensation programs and conduct compensation studies (covering all fields of work at the Airports Authority); may help administer the day-to-day aspects of the Airports Authority's pay, hours of duty and leave programs. Performs related duties, such as management analysis studies, as assigned.

--Collects, analyzes and documents job data to prepare or edit job descriptions, develop and content validate selection criteria, and determine pay grades of 'career' jobs covered by the Salaried Evaluation System (SES), Trades Evaluation System (TES), and public safety jobs (through ranking systems) as well as 'non-career' jobs. Uses the Position Analysis Questionnaire (PAQ) and Enter-Act internet software to evaluate job elements and derive job evaluation points which are then converted to a grade in accordance with the points-to-grades plan of the SES. May use the Professional and Managerial Position Questionnaire (PMPQ) to evaluate senior-level and executive jobs. Uses the job-factor method for rating trade jobs under the TES. Using the SES and TES Manuals, assigns titles and codes to jobs. Discusses the job (behavior or task data) with employees and/or management officials, as appropriate. Slots jobs using the established job hierarchy for police, fire and other job/pay groups, as appropriate. Using regulations promulgated by the Labor Department's Wage and Hour Division, determines exempt/nonexempt status under the Fair Labor Standards Act (FLSA).

--Assists in the analysis, implementation and administration of base pay systems. Monitors program operations and responds to questions. Assists in the identification of problems, issues and options. May cost out alternatives and make recommendations for improvements that achieve Airports Authority goals and adhere to guidelines, including an integrated approach to Human Resources (HR) systems.

--Helps administer the daily aspects of the Airports Authority's pay programs to help ensure legal compliance and consistency in compensation administration and add value to Airports Authority HR management through the compensation function. Advises managers and employees on the main pay provisions of both the FLSA and the Airports Authority's overtime program, policies on other types of premium pay (such as shift differential, holiday and Sunday pay), and pay policies as related to various types of leave usage (such as annual, sick, court and military leave), as appropriate. May draft memoranda explaining the main provisions of programs such as pay and leave.

--Administers premium pay programs and performs research and analysis of variable compensation as key elements of a total rewards system. Answers manager and employee questions about current policies and procedures. Studies variable compensation, including individual performance pay, team-based pay, skill-based pay, competency-based pay,

performance criteria and measurement, and funding and reward formulae. Analyzes employee coverage, participation rates, costs and benefits of current and proposed programs, as requested.

--As assigned, reviews requests for reorganization and subsequent effects on jobs; provides comments and prepares required memoranda. Performs special staff projects, such as comments on union contract proposals and draft directives.

--May represent the Department and Department Manager in daily and special meetings, email exchanges, telephone calls and other venues.

--Keeps abreast of technical and professional developments for knowledge- and skill-building purposes and to help improve one's HR problem solving capabilities and analytical work products.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, and other Airports Authority employees (such as executives, managers, supervisors, professionals, and support staff).

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (databases and spreadsheets, prepare charts/graphics and presentations, and conduct research (Internet use); (b) enterprise system/software for requisitioning, time and attendance reporting, and other functions; and (c) specialty systems/software used in the Office such as the Airports Authority's Human Resources Information System (HRIS) .

--May operate a vehicle, on and off the Airport complexes and other locations, to attend meetings, meet with employees and supervisors, observe work, and perform related functions.

--*Performs other duties as assigned.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A bachelor's degree in any field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.
2. Five years of progressively responsible experience in compensation that includes substantive work in most of the DUTIES in this job description, to include: (a) performing job analyses (including 'desk audits' and employee/supervisor interviews and research to gather and evaluate information regarding job content); (b) writing and editing job descriptions for a

variety of jobs in several formats; (c) developing job-related (content valid) selection criteria; (d) using regulations to determine position exempt/nonexempt status under the FLSA; and (e) performing daily aspects of pay program administration to help ensure legal compliance and consistency in compensation administration covering overtime pay, premium pay, awards, paid-time-off, etc.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ1 may be substituted for two of these five years of experience. One example is a master's degree in any field may be substituted for two years of experience.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. Certification as a Certified Compensation Professional (CCP) from World at Work; or a fully equivalent certification.
2. Substantial experience, or equivalent education or training in, validating MQs and KSAOs through content or criterion-related approaches.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority-specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of, and journey level skill in using, quantitative and non-quantitative job evaluation systems to perform job evaluation, which includes identification of Minimum Qualifications and KSAOs, across a spectrum of occupational fields. This includes knowledge of Airports Authority-specific systems, including the SES (including the PAQ and PMPQ job analysis instruments) and the TES (a point factor system), as well as the police, fire and public safety civilian (ranking) job worth hierarchies, to analyze a variety of jobs, to collect, analyze, evaluate and document job behaviors and tasks, and to develop selection criteria.
2. Knowledge of laws, regulations, theories, concepts, standards, principles and practices governing or underlying compensation and other HR areas (such as such as the overtime provisions of the FLSA and the employment provisions of the Americans with Disabilities Act, ADA) and of objectives, processes and procedures of Airports Authority programs on hours of duty, leave, base pay, premium pay and other compensation issues to advise on, perform and/or check day-to-day program work in these and other areas.

3. Skill in problem solving to identify, select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include analyzing jobs/organization structures, collecting/verifying/using market pay data, and providing job design and pay administration advice.
4. General knowledge of the full range of the Airports Authority's HR programs, policies and practices (such as labor/employee relations and staffing) in order to identify the effects and implications of one's own programs/actions on the programs/work of others.
5. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand and, on a regularly recurring basis, be convinced or persuaded. This includes skill in exchanging technical and sensitive information appropriately with people having different viewpoints, knowledge levels and backgrounds (examples include 'defending' job evaluation assessments and proposing or explaining policies) and skill in encouraging effective oral communication by others (such as employees undergoing desk audits) regarding job duties and content.
6. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand and, on a regularly recurring basis, be convinced or persuaded. This includes skill in exchanging technical and sensitive information appropriately with people having different viewpoints, knowledge levels and backgrounds (examples include writing technically competent, clear, and concise job descriptions; documenting policies, procedures, job content and other information; and explaining or 'defending' policies and job evaluation/organization design assessments).
7. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes skill in building, maintaining and leveraging business and professional relationships to collect and verify compensation data from reluctant data providers, analyze compensation issues and perform a wide variety of related tasks.
8. Commitment to ethics and honesty in public service as grounding for conflicts and pressures concerning pay, job evaluation and related matters.

RESPONSIBILITY Is responsible for writing clear and concise job descriptions, taking timely and effective action in providing job evaluation and pay administration services, conducting compensation studies, and advising on pay and leave programs and other HR/organizational issues. Ensures the technical soundness, consistency and equity of individual job evaluations within the framework of the SES and the TES and pay actions within the framework of Airports Authority policies and procedures, and generally-accepted merit system principles.

Reports to the Manager, Compensation Department (Supervisor). Receives assignments in terms of ongoing functional responsibilities, program objectives and priorities. Individual work actions

typically flow directly to the incumbent from the offices serviced. The incumbent plans and carries out work independently within this framework. Keeps the Supervisor informed of unusually complex or highly sensitive situations; however, is expected to work through problems on own, taking a thorough and thoughtful approach. Recurring work is expected to be technically accurate and adequate for the purposes of maintaining management control over the organization of work, upholding Airports Authority values, goals and objectives, conforming to established programs and precedents, and withstanding claims of unfairness. Typically, the Supervisor reviews/approves the incumbent's recommendations/decisions, reports, correspondence and other work upon completion; however, it is not unusual for non-routine work to be checked in progress. Supervisory review typically concerns quality, quantity, timeliness, customer service, teamwork, adherence to established procedures, instructions, or requirements, and other factors such as specified performance management and unit/project goals and objectives. Some work may not be susceptible to immediate review; consequently incumbent's work is expected to be adequate and accurate.

Guidelines and key sources of information include but are not limited to: laws and implementing regulations, such as the FLSA, Title VII, the employment provisions of the ADA and the Uniform Guidelines; technical manuals and policy documents covering key Airports Authority HR systems/program areas, monographs of World at Work, SHRM and IPMA-HR; collective bargaining agreements of the Airports Authority; and manuals. Uses judgment to select, apply and, in some cases, interpret, apply or adjust guidelines (such as the PAQ, regulations of the Wage and Hour Division and Airports Authority policies) and identify the full scope of actual or potential impact of job evaluation decisions, organizational studies and pay studies. May be required to use ingenuity in persuading management officials or employees, who are not under the incumbent's control, to be completely forthcoming about job facts.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop job descriptions, to input/extract SES and computation data, prepare reports, and perform other tasks; operates other office equipment. Frequently exchanges information by telephone. Regularly reviews job descriptions containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms. Is subject to a degree of job pressure or frustration from interpersonal conflicts, such as employees and/or managers who are unhappy with the results of a job evaluation, and other job duties that often present the potential for confrontation.

OTHER SIGNIFICANT JOB ASPECTS None