



Classification & Compensation Specialist Internship

College to County Intern 2022 – Department of County Management - Central HR

Pay Rate: \$20.00

Job Type: Temporary College Intern

Duration: Summer 2022

Hours: 30 - 40 hours a week

Telework: *Fully remote*

Physical Location: *Home address*

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

What Does Class Comp Do?

Central HR Classification & Compensation (Class Comp) provides pay and classification structures necessary for the County to offer competitive pay and appealing career paths. Class Comp provides the pay and job profile frameworks that facilitate external competitiveness, ensure internal equity, promote employee retention and support career growth. The team identifies and analyzes job duties and qualifications that define the scope and complexity of work performed. Class Comp also researches labor market pay data in support of all unions and management job profiles for the most accurate indicator of prevailing wages and salaries for comparable jobs.

Internship Description:

In this section, describe the purpose of the internship, goals, and how it will work with the department/division/work unit.

This position will create an audit system for the Workday HR system; assist the Classification and Compensation team in researching, compiling and summarizing data; monitoring team email to respond to questions and inquiries; conducting job analysis reviews and allocations; and running system reports.

Internship Goals:

- Develop experience working on various HR/Compensation projects



- Gain exposure working with various salary plans and union collective bargaining agreements
- Obtain exposure to departments across the county; interact with department HR partners

Responsibilities include:

- Create an audit process for maintaining accurate and updated job profiles in Workday; make recommendations to team regarding changes and edits in Workday; draft required forms and flowcharts.
- Monitor the Class Comp email; respond to questions from managers, employees, and department HR staff; triage requests and work with the appropriate analyst to address issues and respond promptly to requests and inquiries.
- Review reclassification requests for new or existing positions; review and document analysis of job profile; review analysis and conclusion with appropriate analyst; draft allocation letter for request.
- Run and distribute Workday reports; utilize Excel to compile data from multiple reports to summarize and analyze information and perform data quality audits; update and post salary table updates; update job profile and compensation related information; review, edit and update information in Workday in order to maintain accurate job profiles.

Education and Experience Qualifications:

- Enrollment in an accredited institution leading to a college degree or equivalent program and up to one (1) year of experience that demonstrates the ability to perform the duties of the position. Coursework, experience and/or interest in Human Resources preferred.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.



For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3, 2022.