

## Analyst, Senior Compensation

**FLSA Status:** Exempt

**Pay Grade:** 21

**Job Title ID:** 13064

**Job Series/Job Family:** Human Resources Series / HR Family

### Reports To

Manager, Compensation

### Job Purpose

Performs complex compensation research and analysis by gathering and interpreting data; participates in external salary surveys; conducts salary placements; and makes job offers.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Conducts analysis of qualifications and work experience for salary placement for new faculty and staff and extends offers of employment to candidates.
2. Conducts market surveys to determine the College's market relationship; participates in faculty related surveys and calculates statistical reports; researches and analyzes information identifying options, and formulates solutions and provides follow-up. Assists and checks market surveys.
3. Assists with employee communications on compensation policies. Creates and conducts training presentations. Updates web page content.
4. Conducts detailed salary research; verifies data and information; conducts analysis and computations; creates reports, identifies trends, and determines salaries.
5. Reviews and approves position descriptions for advertising vacant positions.
6. Writes draft job descriptions, suggests changes and updates.
7. Processes and calculates Temporary Assignment Pay (TAP) for employees that meet requirements and monitors payments to avoid overpayment. Compiles annual TAP report.
8. Processes Position Change and Budget Approval requests.
9. May coordinate special compensation and classification projects and programs, as assigned.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Market compensation methodologies and best practices.
- Federal and state wage and salary laws, regulations, and processes, to include overtime and compensatory time.
- Comprehensive compensation and classification methodologies.
- General Human Resources practices and principles.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Effectively using interpersonal and communications skills including tact and diplomacy.

- Effectively using organizational and planning skills with attention to detail and follow through.
- Interpreting and applying rules, regulations, policies, and procedures.
- Working with exacting accuracy.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule. Peak periods may require evening and weekends.

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using web applications.
- Demonstrated proficiency using standard office software applications and intermediate skill using Excel.

### **Physical Requirements**

#### ***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

### **Work Experience**

#### ***Required***

- Two years related work experience as a Compensation Analyst.

#### ***Preferred***

- More than two years work experience with a compensation and classification system in higher education.

### **Education**

#### ***Required***

- Bachelor's degree.

### **Licenses/Certifications**

#### ***Preferred***

- Certified Compensation Professional (CCP) and/or Senior Professional in Human Resources (SPHR).

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.