



Job Title	Compensation Analyst I, II, III	Job Code	HR0312, HR0313, HR0314
Pay Plan	A&P	Pay Grade	17, 18, 19
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	Compensation

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Compensation Professionals perform a full scope of activities associated with the development and administration of compensation programs. Review job evaluation requests and proposals, and provide advice on job evaluation, position management, and position salary-setting.

Job Summary

Performs analysis and support services in the development and administration of compensation programs. Serves as an internal expert in compensation to staff and management. Responsible for functions including, but not limited to, salary structures, compliance, market analysis, and internal/external equity assessments.

Representative Duties

1. Job and Compensation Analysis

- Analyzes and proposes recommendations for the design and evaluation of new/modified compensation programs
- Recommends changes to existing salary structures and compensation policies and procedures
- Performs compensation assessments such as job establishments, reclassification, and organizational structure reviews
- Maintains compensation software systems to support compensation programs and initiatives
- Evaluates classifications and compensation in accordance to university pay practices, guidelines, and compensation structures and systems; assists in creating new job classifications

2. Salary Administration

- Proposes salary recommendations for new hires based on prescribed guidelines and internal equity
- Reviews proposed individual salary increases
- Responds to department requests for compensation information

3. Market Analysis

- Performs market studies and internal job analyses to ensure pay practices are competitive, internally and externally
- Assists in monitoring and providing information about market data and average salaries to ensure the university attracts competitive candidate pools
- Generates reports and analyzes data to recommend structure adjustments
- Provides costing and recommendations to support union wage negotiations and classification placement
- Contributes to the completion of official university salary surveys and external survey requests

4. Compliance

- Ensures compliance with state and federal regulations pertaining to compensation
- Collaborates with management and HR staff to create and update job descriptions
- Provides interpretation of university policies, bargaining agreements, and practices related to compensation

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		PHR; SHRM-CP; CCP; CAC
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		
Physical/Environmental Demands		
Standard office environment with no unique physical demands		
Level Addendum		
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>		
Level I		
<ul style="list-style-type: none"> • 0+ years of relevant work experience • Work is closely supervised • Problems faced are not typically difficult or complex • Explains facts, policies and practices related to job area 		
Level II		
<ul style="list-style-type: none"> • 2+ years of relevant work experience • Works independently with general supervision • Problems faced are difficult but typically not complex • May influence others within the job area through explanation of facts, policies and practices 		
Level III		
<ul style="list-style-type: none"> • 4+ years of relevant work experience • Managing projects / processes, working independently with limited supervision • Coaching and reviewing the work of lower level professionals • Problems faced are difficult and sometimes complex 		

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.