

Job Description

Position Title: Analyst 3, Compensation

Job Family: Human Resources

Job Type: Professional - Senior

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The Compensation Analyst 3 is responsible for providing advanced complex support to the Human Resources Department in administering classification and compensation processes for the College. The Compensation Analyst 3 has responsibility for managing position classification, job evaluations, and reclassifications; administering salary administration practices; and ensuring equitable and consistent application of policy and procedures. The Compensation Analyst 3 performs complex research and analysis to determine appropriate salary level according to College compensation guidelines and procedures and provides cost analysis of salary and wage adjustments.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Conducts intake sessions with HR or managers when a job evaluation is requested. Reviews new positions in anticipation of recruitment to ensure appropriate classification.
2. Reviews job descriptions for completeness and specifications.
3. Perform decision-level based job evaluation to determine a recommended salary grade that is internally equitable.
4. Communicate findings to the manager and saves job description and all evaluation work.
5. Conducts job evaluations for vacant position reclassifications.
6. May conduct individual position reviews or evaluate descriptions for the classification and compensation study.
7. Reviews position descriptions for unit reorganizations.
8. Assists with internal requests of compensation-related data.
9. Reviews and approve lead pay and out-of-classification pay requests.
10. Guides on compensation practices and legal issues, assessing impact to the business unit.
11. Works with compensation management to develop new or improve existing processes.
12. Participates in salary surveys (local and/or national) as needed.
13. Assists in the update or development of salary ranges, job structures, and job families.
14. Ensures compliance with Federal, state and local laws, regulations, codes, standards, College policies and procedures.

15. Documents processes, policies, and procedures in the Compensation function. Review and complete process documentation ensuring consistency of format, approach, and language.
16. Remains current with emerging classification and compensation trends related to tools and technology.
17. Provides information and training to Supervisors to learn and understand review process and salary grading methodology.
18. Oversees processes for issuing employment contracts for contracted personnel; determine new Faculty Salary Determinations and Educational Attainment adjustments.
19. Updates and maintains organizational charts.
20. Maintains classification and compensation tracking and metrics.
21. Provides decision support research, analysis, data, tools and structures related to compensation and classification. Researches situations as they arise related to aspects of compensation to provide clarity for resolution in consideration of contract provisions, historical practices, similar situations, etc.
22. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of computer and network operating systems
3. Knowledge of advising and counseling practices
4. Knowledge of human resources principles and practices
5. Knowledge of internal and external customer service principles and practices
6. Knowledge and application of organizational and time management principles
7. Knowledge of project management principles
8. Skill in analyzing data and drawing conclusions
9. Skill in current and applicable computer programming languages relative to the assignment
10. Skill in current and applicable hardware, software, and peripheral equipment
11. Skill in problem solving
12. Skill in coordinating and monitoring the work of others
13. Skill in effective communication (both written and oral)
14. Skill in project management principles, processes, and techniques
15. Skill in performing a variety of duties, often changing from one task to another of a different nature
16. Ability to apply effective and accurate data entry and typing skills
17. Ability to develop and maintain effective and positive working relationships
18. Ability to adapt to a rapidly changing technical environment

Supervision:

- May guide work of others who perform essentially the same work. May organize, set priorities, schedule, and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in in Human Resources, Business Administration, or other related field required.
- Three (3) to Five (5) years of experience in Compensation and Classification required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- Master's degree in or a closely related field of study preferred.
- Five plus (5+) years of related experience preferred
- Certified Compensation Professional (CCP) certification preferred
- HR Certification preferred

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information..
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required