Title: Compensation Analyst

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, review, analyze and evaluate positions in the University classification and compensation programs to ensure internal and external competitiveness, and consistent pay practices; provide information, make decisions and recommendations; assist with the development and implementation of a total compensation strategy plan. Collaborate with other HR areas as needed.

Characteristic Duties

- Evaluate administrative and staff positions in the university's classification and compensation programs, in accordance with HR departmental goals and in compliance with related rules and regulations.
- Perform position audits (typically on-site) and make recommendations.
- Develop and revise classification specifications.
- Initiate correspondence and respond to inquiries regarding classification recommendations.
- Assist university offices with implementation of staff reorganizations.
- Conduct salary equity studies.
- Respond to compensation and benefits surveys; conduct salary survey/job market research and summarize results.
- Maintain HR systems, evaluate and make recommendations (e.g., UC Flex, People Admin); create and analyze reports.
- Assist in the research of compensation issues and provide background information.
- Assist with various total compensation projects.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in business, human resources or related field. Experience must be in compensation.

Last updated: September 2011