Title: Senior Compensation Analyst

Pay Scale Group: 16

Essential Function

Under supervision from a designated administrator, design, implement, and monitor the University’s compensation and classification 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.

Characteristic Duties

- Evaluate highly complex 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; develop and effectively communicate recommendations to the university community.
- Manage HR systems, evaluate and make recommendations (e.g., UC Flex, PeopleAdmin); create and analyze reports.
- Evaluate compensation, organization management programs, as well as related hiring systems, and make recommendations.
- Assist in the design, preparation and analysis of various total compensation and wellness projects.
- Conduct and analyze salary equity studies; develop and revise classification specifications.
- Conduct local and national compensation and benefits surveys.
- Represent the department by attending meetings and serving on various committees.
- Assist in the research of compensations issues and provide background information.
- May provide workflow oversight for support staff and guidance/assistance to Compensation Analysts.
- Perform related duties based on departmental need.

Minimum Qualifications

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

Last updated: September 2011