



Classification Description

Job Title: Compensation Analyst

Pay Grade: 113

Job Code: 3966

FLSA Status: Exempt

Job Purpose

This position is responsible for performing analysis to include research, interpretation and assessment of jobs and market information. The Compensation Analyst assesses all aspects of FSW classification systems to ensure a fair and competitive pay structure in alignment with the compensation philosophy of the College. Under the direction of the Senior HR Manager, Classification and Compensation provides support as a business partner in strategic planning, training and guidance related to position management to departments College-wide.

General Responsibilities

Essential Functions

Analyzes positions to ascertain scope of employee responsibilities and requirements through use of various market analysis tools including, but not limited to, Salary.com (CompAnalyst) and ePDQ. Benchmarks jobs against survey data and other market intelligence to ensure compensation practices remain internally equitable, and externally competitive.

Applies comprehensive knowledge of classification and position management concepts and broad human resource management knowledge to identify and analyze problems, investigate and determine possible solutions, effect coordination with appropriate personnel, and prepare or present recommendations from a comprehensive position management standpoint.

Participates in the job evaluation process, which includes determining FLSA status and Pay Grade level placement, managing the job description library, maintaining job pricing software (CompAnalyst) and conducting internal equity analysis.

Participates in third party or custom salary surveys to identify and track the relevant labor market. Analyzes and evaluates positions and conducts audits for assessment of proper classification and assignment of salary grades and title recommendations.

Supports and troubleshoots the business process flow, enhancements, integrations, modifications, and configuration changes. Trains users in the operation of new or modified systems and programs.

Participates in position control and maintenance within Banner.

COMPENSATION ANALYST

Contributes to various other compensation activities including completing ad hoc job evaluation and market data requests.

Reviews proposed salary increases and internal employment offers (promotions, transfers, etc), and provides feedback based on analysis of the labor market and internal equity.

Examines business processes, operations, and procedures. Formulates, develops, and recommends new strategies, policies, and procedures for implementation. Works independently to find systems solutions to classification processes using available tools or resources.

Responds to complex inquiries from all levels of employees or external sources regarding a variety of questions, such as clarification of College or campus policy and procedures.

Serves as a business partners to College departments for compensation related requests including, but not limited to, new positions, reclassifications, pay adjustments, equity reviews, and identifying hiring salaries.

Develops and presents HR recommendations and results directly to departments.

Manages and resolves incoming compensation questions.

Assists Senior HR Manager in the analysis, evaluation, and classification of new and existing positions, utilizing external/internal market data to help make appropriate recommendations as required.

Writes, maintains, and supports a variety of reports or queries utilizing appropriate reporting tools, such as ARGOS and Excel.

Provides back-up support to Class/Comp personnel.

Participates in the management of Compensation studies, including, but not limited to, serving as the primary liaison to third party vendor, scheduling appointments, and gathering compensation data.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's from a regionally accredited institution of higher education in human resources, business administration, accounting, or related field.

COMPENSATION ANALYST

Five (5) years of related full-time professional work experience, to include two (2) years of experience in classification and compensation. Appropriate combination of education and experience may be substituted.

Demonstrated working knowledge of market analysis and classification management.

Demonstrated ability to maintain confidentiality.

Demonstrated experience working with and conducting analysis using Microsoft Excel.

Ability to independently travel to other locations for College business.

Demonstrated experience and proficiency using a personal computer, office software such as MS Office, human resource information system, Excel and electronic mail.

Demonstrated record of outstanding customer service and attention to detail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

COMPENSATION ANALYST

- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 29, 2021. Revised: October 7, 2021, July 1, 2023, and September 8, 2023.