



Position Title:	Compensation Analyst	
Reports To:	Director, Compensation & Benefits	
Department:	Division of Human Resources	Job Code: 3117-00E
Prepared By/Date:	Carol Flynn/10-2004	Job Group: PENC
Approved By/Date:	Martha Arrieta/12-07-2010	Salary Grade: 14
Revised:	Jennifer C. Brito/5-26-2009	FLSA Status: Exempt

Summary:

The Compensation Analyst is responsible for providing analytical support in the areas of compensation, classification, and report writing.

Essential Duties and Responsibilities:

- Conducts job analysis for exempt and non-exempt positions
- Develops and maintains job descriptions
- Conducts classification reviews to determine appropriate grade levels
- Works with department representatives to solve salary issues
- Provides guidance to client departments on federal and state laws/guidelines.
- Conducts salary equity reviews
- Participates in salary surveys, both local and national to determine competitive nature of positions and salaries
- Compiles salary data and forecast reports for review and submission to management.
- Partners with departments in striving for win-win situations regarding compensation issues
- Works on special compensation projects as assigned
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of compensation principles and practices
- Knowledge of FLSA regulations
- Knowledge of classifying positions
- Knowledge of spreadsheets, database programs and office automation
- Knowledge of Microsoft Office software
- Skilled in writing job descriptions
- Excellent analytical skills in preparing comprehensive reports and interpreting data
- Excellent interpersonal and communication skills (oral and written)
- Ability to conduct salary surveys
- Ability to promote and maintain effective working relationships
- Ability to use independent judgment in the performance of complex record keeping functions.
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively collect, analyze, evaluate and prepare human resource statistical data.
- Ability to communicate effectively, both oral and written
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s Degree from an accredited college/university and five (5) years of experience in job analysis, job evaluation, salary surveys, and equity reviews.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name