UNIVERSITY OF SOUTHERN CALIFORNIA

Compensation Analyst

Job Code: 117130

Grade: 00
OT Eligible: No
Comp Approval: 1/1/2016

JOB SUMMARY:
Serves as a Compensation Analyst assisting management in the administration and implementation of staff compensation program(s), initiatives and activities. Assists in ensuring wage and salary compliance with federal, state and local regulations and university staff compensation policies and procedures. Creates and revises job descriptions; conducts and participates in compensation surveys; conducts audits; determines appropriateness of job requisitions for posting of new positions; assists with special projects and studies and creates statistical compensation reports. Approves reclassifications and internal promotions requests. Provides consultative services to HR Partners and HR Payroll Analysts, supervisors, managers, and administrators on a wide-range of compensation matters including selection of appropriate job descriptions, new hire offers, compensation strategy, utilization of overloads, reclassifications and internal promotions, internal/external benchmarking data, market adjustments, bonuses, job postings, compliance with legal regulations and university policies and procedures, etc. Provides job analysis and evaluation associated with school/department proposed market adjustment requests in Workday and makes recommendations to senior management. Analyzes and evaluates reclassification pay increase requests and approves as appropriate

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Assists in administration and implementation of staff compensation program(s), initiatives and activities involving various contacts throughout the university and exposure to confidential and sensitive information necessitating considerable use of tact and discretion.

______ ______ Provides consultative services on a wide-range of sensitive compensation related issues and/or matters to school and department HR Partners, HR Payroll Analysts, supervisors/managers and administrators. Advises departments on various compensation matters including selection of appropriate job descriptions, new hire offers, utilization of overloads, reclassifications and internal promotions, internal/external benchmarking data, market adjustments, bonuses, job postings, compliance with federal, state and local regulations and university compensation policies and procedures, etc. Resolves complex compensation problems referred by HR Partners, HR Payroll Analyst, Senior Business Officers, supervisors, managers and administrators. Assists with education and training of school/department human resources employees, as needed
Assists client departments with compensation strategy and pay competitiveness assessment based on compensation theory and university practices/guidelines. Reviews, analyzes and evaluates proposed market adjustments requests in Workday considering benchmarking data and other factors to ensure appropriateness, internal consistency and external competitiveness. Applies job evaluation techniques to determine equitable compensation rates within the university as compared with rates in general industry. Gathers and compiles statistical benchmarking pay data and other pertinent information for senior management or HR Partners related to proposed market adjustments and other pay increase requests, as needed. Makes recommendations to senior management for proposed market adjustments.

Monitors school and department pay increase activity, pay equity issues and wage/salary rate minimums in Workday to ensure compliance with federal, state and local regulations and university compensation policies and procedures. Notifies HR Partners if there are issues with pay equity issues, non-compliance with wage/salary rate minimums and other pay rate matters. Assists with resolution.

Assists client groups with classification strategy. Conducts job analysis and evaluation for wage or salary jobs in connection with school/department reclassifications, internal promotions, and reorganization requests. Utilizes various information obtained from Position Questionnaires, justifications, job descriptions, organizational charts, audits, supervisors/managers, employees' interviews, etc. to determine the most appropriate job classification for positions. Approves/denies reclassification and internal promotion requests based on compensation theory, university practices/guidelines and documentation provided. Communicates findings to the HR Partners.

Conducts desk audits and other types of audits through personal interviews and/or review of documentation to determine appropriate job classifications of positions, ensure equitable wage and salary rates and compliance with federal, state and local regulations. Makes determination of appropriate job classifications and assists departments resolve issues with wage/salary compliance and pay adjustments.

Creates and periodically revises job descriptions and specifications for wage and salary jobs based on Position Content Questionnaires, interviews, organizational charts, and other documentation, etc. Ensures new and revised job description information is updated on the department website and entered in PeopleAdmin system, as assigned. Ensures coding for new job classifications is entered into Workday, as assigned. Has responsibility for accuracy and timeliness of updates.

Reviews requests to create new job requisitions and positions in Workday. Ensures appropriate use of job descriptions for posting of new positions and accuracy and completeness of information. Ensures posting of new position classification is not the same as one eliminated by the same department due to a layoff or reorganization within the last year.

Designs and conducts internal surveys to gather market data for use in recommending wage and salary levels and determining usage of job qualifications, job titles, job duties and responsibilities, reporting relationships, hierarchical structures, etc. Analyzes and evaluates data and decides format for presenting analysis, results and recommendations.

Participates in externally-sponsored compensation surveys. Determines appropriate matches and gathers requested information. Responds to inquiries of a confidential and sensitive nature. Submits information and survey responses to external sponsoring organizations, as assigned. Utilizes survey results for inclusion in the staff compensation benchmarking database and equity reports. Assists client groups in salary administration strategy.
______ Researches and collects data for special projects and management studies, or reviews data gathered by others for reasonableness and accuracy. Assists in identifying a variety of sources for background and/or supporting information, e.g., historical, legal, general practices. Organizes data, analyzes and evaluates results, summarizes and documents findings. Makes recommendations as appropriate. May assume a lead role for special projects.

______ Administers, implements and interprets staff compensation policies, procedures and guidelines. Provides guidance and makes recommendations to HR Partners, supervisors, managers and administrators related to staff wage and salary guidelines and staffing and classification procedures.

______ Assists in maintaining job profile and coding for new and existing jobs in Workday, PeopleAdmin and on the department website, as assigned. Monitors coding in Workday and on department website to ensure consistency and accuracy.

______ Assists in the development and maintenance of internal computerized databases such as those for internal/external benchmarking data, creation and revision of job descriptions, etc. and internal share drive files to track and monitor compensation data and activity. Monitors usage and input for consistency and accuracy. Releases data only to authorized personnel.

______ Maintains currency with, understands and ensures compliance with university policies and procedures, applicable federal, state and local regulations that may affect compensation, new developments in field and best practices. Reads pertinent literature and attends meetings. Disseminates information to HR Partners, HR Payroll Analysts, supervisors, managers and administrators, as appropriate.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No  ☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

2 years

**Minimum Field of Expertise:**

Solid compensation experience as an analyst in a corporate or university environment. Working knowledge of compensation best practices, principles, methodologies, theories
and wage and hour regulations. Ability to identify and solve problems creatively. Knowledge of mathematics and statistical analysis and presentation of compensation data. Skill in analyzing and evaluating job content and writing accurate and comprehensive job descriptions. Demonstrated excellent analytical, customer service, oral and written communication, and critical thinking skills. Demonstrated strong interpersonal skills with the ability to interface and communicate with all levels of employees. Ability to multi-task and set priorities in a fast-paced environment. Must be detail oriented.

Preferred Education:
    Bachelor's degree

Preferred Experience:
    4 years

Preferred Field of Expertise:
    Certified Compensation Professional (CCP)

Skills: Other:
    Analysis
    Assessment/evaluation
    Communication -- written and oral skills
    Conceptualization and design
    Conflict resolution
    Consulting
    Counseling
    Customer service
    Human resource process and employment knowledge
    Interpersonal skills
    Interpretation of policies/analyses/trends/etc.
    Interviewing
    Knowledge of applicable laws/policies/principles/etc.
    Negotiation
    Networking
    Organization
    Planning
    Problem identification and resolution
    Project management
    Public speaking/presentations
    Research
    Statistical analysis
    Teaching/training

Skills: Machine/Equipment:
    Calculator
    Computer network (department or school)
    Computer network (university)
    Computer peripheral equipment
    Fax
    Personal computer
Photocopier

Supervises:  Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _______________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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