THE UNIVERSITY OF WYOMING
JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: UW Human Resources.

The following 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.

Title: COMPENSATION ANALYST, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3209

UW Job Family: 32 – Administrative Support

SOC Code: 13-1141

FLSA: Exempt

Pay Grade: 22

Date: 2-1-21

JOB PURPOSE:

Provide high-level compensation program analysis and job description development and management for classified staff and administrative positions. Implement quality controls in the job classification process for existing and newly created positions, and evaluates jobs as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain the official university employee job descriptions for all staff and administrators; maintain and update job descriptions in HCM and on the website.
- Independently analyze and conduct classification reviews and prepare recommendations; compose and write new job descriptions. Consult with supervisors and department heads to confirm changes in duties. Will develop higher-level administrative job descriptions.
- Review and approve off-cycle and temporary compensation changes submitted through HCM. Review salary recommendations for new hires, internal promotions, reclassifications and other personnel actions for compliance with guidelines and university compensation policies and procedures.
- Guide managers through reorganizations and retrenchments. Provide consultations on job description and organization structure design. Market price and analyze internal equity to provide appropriate pay adjustments.
- Independently perform position audits by meeting with the supervisors and incumbents to review position responsibilities. Analyze current duties and determine appropriate job descriptions and market comparator. Assign competencies to jobs and review grade levels to accurately reflect all changes. Produce and distribute decision sheets with audit results.
- Analyze job duties and create job descriptions when warranted. Conduct reviews of FLSA (Fair Labor Standards Act) designation of classifications. Recommend appropriate pay grades for new and revised positions based on analysis of internal pay data and market compensation survey data.

- Present supervisory compensation training (STEP) in coordination with the HR training unit.
- Oversee the processing of new position requests and position management in HCM.
- Market price positions using established surveys, to include the annual market rate analysis and individual position reviews throughout the year.
- Prepare and submit wage surveys to various resources.
- Counsel department supervisors and administrators in staff compensation administration and interpretation of compensation policies and procedures.
- Provide high-level customer service and represent HR and the Classification/Compensation unit at various meetings and training.
- Prepare various reports and data analytics for campus leaders.
- Keep abreast of overall level of compensation by reading journals and financial newspapers to be sure the University is maintaining pay scales according to current economic conditions and competitive conditions within the area labor market.
- Train and provide work guidance to new employees; supervise student employees and interns.

SUPPLEMENTAL FUNCTIONS:
- Perform other job-related duties as assigned.
- Keep apprised of and maintain knowledge of national and state HR and compensation laws, regulations, market trends and best practices.
- Ensure regulatory and audit compliance regarding compensation programs and policies.

COMPETENCIES:
- Analysis/Problem Identification
- Collaboration
- Consistency
- Independence
- Judgment
- Service Orientation
- Teamwork

MINIMUM QUALIFICATIONS:
Education: **Bachelor's degree, preferably in a business-related field.**
Experience: **At least 3 years of HR work-related experience, preferably with 2 years in Classification Compensation.**
Required licensure, certification, registration or other requirements: **HR certification is preferred.**

KNOWLEDGE, SKILLS, AND ABILITIES:
- Applicable University, state, and federal rules, regulations and/or statutes.
- Human Resources principles, procedures and best practices in compensation including job analysis/evaluation.
- Basic and routine computerized human resource information systems.
- Basic, routine, and advanced Html, web page creation, and website maintenance.

- Organization structure, staffing patterns, and job design.
- Principles of human resource management. Basic and routine human resources concepts, practices, policies, and procedures.
- Advanced statistical sampling and survey methodology.
- Excellent customer service standards and procedures; resolve customer complaints and concerns.
- Perform advanced records maintenance.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Gather and analyze statistical data and generate reports.
- Work with exceptions to policies that complicate work of designated unit.
- Maintain confidential and highly sensitive information.
- Provide consultation to customers concerning human resources issues and Class/Comp's area of responsibilities, or provide referrals to other departments or units.
- Work on special projects using project scheduling and time management procedure.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major source of discomfort, standard office environment; regular exposure to video terminal displays. Occasional travel required.

DISTINGUISHING FEATURES:

Compensation Analyst: Assist with compensation program analysis, job description development and management for classified staff and administrative positions. Assist with implementing quality controls in the job classification process and evaluate jobs as appropriate.

Compensation Analyst, Senior: Provide high-level compensation program analysis and job description development and management for classified staff and administrative positions. Implement quality controls in the job classification process for existing and newly created positions, and evaluate jobs. Compensation Analyst Senior demonstrates knowledge of operational and technical tasks related to Human Resources and will provide training to Compensation Analysts. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; lead quality control audits; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.