



**USC** University of  
Southern California

## Lead Compensation Analyst Job Description

### JOB INFORMATION

<i>Job Code:</i>	117135
<i>Job Title:</i>	Lead Compensation Analyst
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Leads the design, benchmarking, implementation, and administration of new and revised compensation programs, policies, guidelines, and procedures. Performs complex work with minimal supervision and wide latitude for independent judgment. Analyzes jobs, hourly wages, salaries, and incentives to evaluate internal equity, market competitiveness, and legal compliance of university's pay practices. Makes recommendations for salary grades and or market rates for specific/particular jobs. Assists the development of incentive programs and the administration of performance review or merit programs. Reviews salary increases for compliance with university policies and budgets, and participates in and/or conducts market surveys.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Human Resources	Or
X		Bachelor's degree	Business Administration	
	X	Master's degree		Or
	X	Master's degree	Human Resources Management	Or
	X	Master's degree	Business Administration	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		6 years		
	X	8 years	in compensation.	
	X	2 years	of experience in a leadership/management role.	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience as a compensation analyst in university or corporate environments, and experience in executive compensation.
X		Thorough knowledge of compensation best practices, principles, methodologies, theories, and wage/hour regulations.
X		Ability to identify and solve problems creatively.
X		Knowledge of mathematics and statistical analysis, and experience presenting compensation data.
X		Demonstrated written and oral communication skills, with ability and skill for evaluating and writing accurate job descriptions.
X		Demonstrated analytical, customer service, critical thinking, interpersonal skills, able to interface and communicate with all levels of employees in an organization.
X		Ability to multi-task and set priorities in a fast-paced environment while maintaining attention to detail.
	X	Experience with HRIS systems.
	X	Demonstrated data visualization and/or Excel modeling skills.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		Certified Compensation Professional - CCP (WorldatWork)	

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads the administration of complex compensation matters and processes with minimal supervision and wide latitude for independent judgment. Provides advice, direction and guidance to compensation analysts and staff. Analyzes jobs, hourly wages, salaries, and incentives to evaluate internal equity, market competitiveness, and legal compliance of university's pay practices. Makes recommendations for salary grades and/or market rates for specific/particular jobs. Assists the development of incentive programs and the administration of performance review or merit programs. Reviews salary increases for compliance with university policies and budgets, and recommends, conducts, and/or participates in market salary surveys.				
Provides expertise on compensation and job classifications, staying up to date with all current regulations and industry best practices, emerging trends, and any changes that may affect operations. Helps manage the development and maintenance of internal databases and analytical tools. Maintains job profiles and coding for new and existing jobs in HR systems and appropriate interfaces (e.g., Workday, department website), as assigned.				
Assists Managers in leading consulting services provided by the Office of Compensation to the university's human resources community organizations, divisions and schools, providing a wide range of compensation analysis, regulatory updates, job audits, and counsel regarding best practices; provides compensation offers to new hires, and market adjustments for current staff. Manages audits and monitoring of employee compensation, ensuring compliance with university policies and government regulations. Escalates issues, as required.				
Assists in managing compensation staff to accomplish assigned projects, providing training for new hires regarding job responsibilities, work requirements, and performance standards. Leads salary survey participation and facilitation of internal and third party surveys. Leads processes for delivering varied compensation project requirements, and compensation-related communications (e.g., memos, reports, executive presentations). Acts as point of contact for varied levels of constituents, providing support and guidance related to their respective departments.				
Assists with the review of new and revised job descriptions, helping ensure required data (e.g., census code) is documented and modified as regulatory requirements change. Coordinates and participates in the analysis and evaluation				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
of job reassessments and reclassifications, internal promotions, and market adjustment requests. Leads the appeals process, communicating with various stakeholders, and supporting and making determinations as appropriate.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.