



**USC** University of  
Southern California

## Senior Compensation Analyst Job Description

### JOB INFORMATION

<i>Job Code:</i>	117134
<i>Job Title:</i>	Senior 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

Serves as a Senior Compensation Analyst assisting management in the administration and implementation of staff compensation program(s), initiatives and activities. Assists in ensuring wage/salary compliance with federal, state and local regulations and university staff compensation policies and procedures. Serves as a project leader on compensation assignments or projects. 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. Provides guidance and direction to other Compensation Analysts.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

#### Additional Education

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

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		4 years	
	X	7 years	

## Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Solid compensation experience as an analyst in a corporate or university environment. Certified Compensation Professional (CCP). Thorough 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 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 work effectively in a team environment. Ability to multi-task and set priorities in a fast-paced environment. Must be detail oriented.
X		Experience providing guidance and direction to compensation analysts.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
Serves as a senior compensation analyst providing comprehensive consultative services on a wide-range of 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.				
Serves as project leader on compensation assignments or various types of projects. Participates in determining action plans. Researches, collects, and organizes data for special projects and management studies, or reviews data gathered by others for reasonableness and accuracy. Determines assignment of project tasks. Assists with identifying a variety of sources for background and/or supporting information, e.g., historical, legal, general practices. Assists with summarizing and documenting findings. Participates in determining the format and content of final presentation. Makes recommendations, as appropriate.				
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.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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. Assists other compensation analysts in identifying benchmark jobs. 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.				
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.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.