



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.; May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assists in the administration and implementation of staff compensation practices and initiatives. Ensures wage/salary compliance with federal, state and local regulations and department policies and procedures. Participates in market benchmark and ad-hoc compensation surveys and conducts internal audits (e.g., pay equity assessments). Reviews and approves requests for job reclassifications and determines appropriateness of job requisitions for posting new positions. Assists with special projects and studies, as required. Reviews requests for internal promotions and pay increases and approves as appropriate. Provides job analysis and evaluation associated with school- or department-proposed compensation change requests and makes recommendations to relevant stakeholders. Provides consultative services to others on a wide range of compensation matters.

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		In
	X		Human Resources	Or
	X		Business Administration	
	X		in related field(s)	

Additional Education

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

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 skills and experience as an analyst in a corporate or university environment.
X		Thorough knowledge of compensation best practices, principles, methodologies and wage and hour regulations, skilled in analyzing and evaluating job content.
X		Ability to identify and solve problems creatively.
X		Knowledge of compensation market data benchmarking and analysis for providing guidance to business partners on pay recommendations.
X		Excellent analytical, customer service and critical thinking skills.
X		Demonstrated strong interpersonal skills, with the ability to interface and communicate with all levels of employees.
X		Ability to work effectively in a team environment.
X		Excellent oral and written communication skills.
X		Ability to multi-task and set priorities in a fast-paced environment.
X		Detail oriented.
	X	Experience providing guidance and direction to compensation analysts.

Certifications

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

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the administration and implementation of staff compensation programs, practices and initiatives. Provides consultative services resolving a wide range of matters with varied levels of complexities for relevant stakeholders (e.g., HR partners, payroll analysts). Advises departments on the selection of appropriate job classifications and reclassifications, new hire offers, internal promotions, market adjustments, internal/external benchmark data, incentives, and job postings. Ensures compliance with compensation and university policies and procedures, as well as federal, state and local regulations. Educates relevant stakeholders on policies and practices, as needed.				
Conducts market data reviews for use in wage and salary level recommendations in line with data available (e.g., job duties and qualifications). Participates in external market surveys, reviews data, compiles results and makes recommendations. Utilizes survey results to determine appropriate benchmarks for use in pay comparisons and inclusion in related compensation reports.				
Completes competitive pay assessments based on external market data, compensation theory and practices and university guidelines for assigned school/department client groups. Reviews, analyzes and evaluates proposed pay change requests submitted to ensure appropriateness, internal consistency and external competitiveness. Applies job evaluation techniques to determine equitable compensation within the university and in comparison to relevant/general industries.				
Performs job analysis and evaluation for internal promotions and reorganization requests and provides recommendations. Makes determination of appropriate job classifications and assists departments in resolving issues with wage/salary compliance and pay adjustments. Approves or denies requests based on university policies and guidelines and standard compensation practices.				
Works with department writing staff to create and periodically revise job descriptions. Ensures new and updated information is current and that job codes for new classifications are entered where needed (e.g., Workday). Reviews requests to create new job requisitions and positions, and assists in maintaining currency of job profiles and codes for new and existing jobs.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Monitors school/department pay increases, equity and wage/salary rate minimums to ensure compliance with university policies and procedures, as well as federal, state and local regulations. Notifies relevant stakeholders of potential issues.				
Stays current with all compensation-related policies, procedures and regulations, as well as new developments in industry best practices. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.