



JOB INFORMATION

<i>Job Code:</i>	117130
<i>Job Title:</i>	Compensation Analyst
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	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>	8 Individual Contributor
Compensation Analyst	

JOB SUMMARY

Assists in the administration and implementation of staff compensation programs and initiatives. Analyzes a variety of requested compensation-related actions and approves as appropriate. Reviews and approves employee job change requests, and confirms associated pay changes, as necessary. Provides guidance to HR partners on a wide array of compensation matters including job analysis, reclassifications, internal promotions, and pay adjustments. Reviews requests for new positions and job changes, completes thorough job evaluations, and makes recommendations to guide successful outcomes. Assists with completion and submittal of compensation market surveys, and maintenance of job and compensation data in internal systems.

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		2 years	
	X	4 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience as an analyst in compensation, human resources, finance or a related field.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to identify and solve problems creatively.
X		Knowledge of mathematics and statistical analysis and presentation of data.
X		Demonstrated interpersonal skills, able to interface and communicate with all levels of employees. Ability to multi-task and set priorities in a fastpaced environment.
X		Excellent oral and written communication skills, with demonstrated attention to detail.
	X	Solid compensation experience as an analyst in a corporate or university environment.
	X	Working knowledge of compensation best practices, principles, methodologies, theories and wage and hour regulations.
	X	Skill in analyzing and evaluating job content and writing accurate and comprehensive job descriptions.

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 and initiatives involving various university constituents and exposure to confidential and sensitive information necessitating considerable use of tact and discretion. Advises departments on various compensation matters (e.g., selection of appropriate job classification, reclassifications and internal promotions, internal/external benchmarking). Resolves compensation matters referred by HR partners or managers. Provides guidance and makes recommendations based on staff wage and salary guidelines and staffing and classification procedures.				
Assists with compensation assessments and job classification determinations. Reviews, analyzes and evaluates proposed compensation change requests to ensure appropriateness, internal consistency and external competitiveness. Applies job evaluation techniques to determine fair compensation rates within the university. Gathers and compiles market data and other pertinent information related to pay increase requests, as needed.				
Conducts job evaluations related to school/department reclassifications, internal promotions and reorganization requests. Utilizes various sources (e.g., position questionnaires, job descriptions, HR partners, managers) to determine most appropriate job classification. Reviews and approves reclassification and internal promotions and communicates findings to stakeholders. Conducts audits through review of submitted documentation and/or discussion with requester. Makes determination of appropriate job classifications to ensure wage/salary compliance.				
Creates and periodically revises job descriptions and specifications for wage and salary jobs. Ensures new/revised job description content is updated in department systems (e.g., Workday), as assigned. Ensures appropriate use of job descriptions for posting of new positions and accuracy and completeness of information. Assists in the maintenance of job and compensation data in internal systems, tracking and monitoring compensation data and activity.				
Participates in submitting data to external market surveys. Gathers requested information, determines appropriate matches and submits information and survey responses, as assigned. Assists internal HR partners and clients in salary administration processes and guidelines. Researches and collects data for special projects and/or reviews data gathered by others for reasonableness and accuracy. Assists in identifying sources for background and/or supporting information (e.g., historical, legal, general practices). Organizes and summarizes documents and findings.				
Maintains currency with, understands, and ensures compliance with university policies and procedures and applicable federal, state, and local regulations that				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
may affect compensation. Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
No	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.	No	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.