

UNIVERSITY OF SOUTHERN CALIFORNIA

Compensation Analyst

Job Code: 117130

OT Eligible: No

Comp Approval: 2/3/2022

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 ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	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 equitable 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 may affect compensation. 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.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes 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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

2 years

Minimum Field of Expertise:

Experience as an analyst in compensation, human resources, finance, or a related field. Ability to identify and solve problems creatively. Knowledge of mathematics and statistical analysis and presentation of data. Demonstrated interpersonal skills, able to interface and communicate with all levels of employees. Ability to multi-task and set priorities in a fast-paced environment. Excellent oral and written communication skills, with demonstrated attention to detail.

Preferred Education:

Bachelor's degree

Preferred Experience:

4 years

Preferred Field of Expertise:

Certified Compensation Professional (CCP). Solid compensation experience as an analyst in a corporate or university environment. Working knowledge of compensation best practices, principles, methodologies, theories and wage and hour regulations. Skill in analyzing and evaluating job content and writing accurate and comprehensive job descriptions.

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above 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.

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