Human Resources Job Function

HR Compensation Analyst V
Grade: 59
Job Code: H0259P
Job Family: HR Compensation
Job Family Matrix: HR Compensation Matrix

Summary
Independently perform a broad range of staff compensation services, guidance and advice for assigned school or unit(s) and/or Senior HR.

Core Duties
• Conduct market studies and perform in-depth analysis to develop base pay and variable pay programs
• Provide high level compensation consultation to business partners and key stakeholders; participate in the design, development, implementation and evaluation of compensation programs to support strategies and business objectives
• Design market survey instruments in collaboration with consultants and survey vendors to better meet the needs of the Harvard University community
• Collaborate with third party consulting and legal firms to validate and ensure competitive and compliant executive compensation programs
• Assess compensation community needs; design and implement compensation communication strategy in collaboration with other HR service providers
• Provide University wide compensation processes, updates, and services including salary ranges, structure movement, and merit budget proposal
• Design and deliver training to the HR Community
• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications
• Bachelor’s degree or equivalent work experience required
• Minimum of 8 years’ relevant work experience

Additional Qualifications and Skills
• Master’s degree in relevant field
• Advanced Knowledge of Microsoft Office Suite; advanced Excel skills
• PeopleSoft experience preferred
• Strong working knowledge of FLSA including a thorough understanding and experience in applying Massachusetts state and federal wage and hour regulations

Certificates and Licenses
• CCP strongly preferred

Physical Requirements

Working Conditions
• Work is performed in an office setting