Human Resources Job Function

HR Compensation Analyst II
Grade: 56
Job Code: H0256P
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
- Compile metrics and employee information directly related to the research, analysis, and administration of the University's compensation programs
- Develop reports and analysis and pay modeling of compensation data in support of client service, ongoing and new projects
- Participate in providing information needed to inform high level decision making
- Assist with market and equity reviews, and compensation program administration
- Conduct market studies and perform in-depth analysis to develop base pay and variable pay programs for target populations
- Ensure accuracy of data within the market pricing tool and maintain vendor relations
- Partner with HRIS on compensation related reporting via HR database tools
- Provide ad hoc analysis for all members of the department and other related duties as required
- 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 3 years' relevant work experience

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, working knowledge of Excel
- PeopleSoft experience preferred
- Working knowledge of FLSA including Massachusetts state and federal wage and hour regulations

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting