

Human Resources Job Function

HR Compensation Analyst III

Grade: 57

Job Code: H0257P

Job Family: HR Compensation

Job Family Matrix: [HR Compensation Matrix](#)

Summary

Independently provide a broad range of support to schools and units on all levels of staff compensation issues. Participate in the development of project plans and work with teams of HR professionals on cross university compensation initiatives.

Core Duties

- Support the compensation team in designing, developing, implementing, and evaluating compensation programs to support HHR strategies and business objectives; assist schools and units in the development of compensation strategies, programs and other initiatives to ensure competitive position and internal equity
- Provide consultative support and training on FLSA; maintain accurate records of FLSA requests and reviews
- Support the survey submission process by providing input and direction related to job function matching within areas of responsibility
- Conduct market analyses in support of school and unit requests and/or related to cross university job function studies using external market data and internal comparative data
- Participate in department projects in support of ongoing and ad-hoc services to schools and units
- Develop drafts of training sessions for HR staff across HU in the area of compensation administration and related policies and practices
- 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 5 years' relevant work experience

Additional Qualifications and Skills

- 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 preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting