

Human Resources Job Function

HR Compensation Analyst IV

Grade: 58

Job Code: H0258P

Job Family: HR Compensation

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

Summary

Independently provide a broad range of high level support to assigned schools and units on all levels of staff compensation issues. Develop project plans and lead teams of HR professionals on cross university compensation initiatives.

Core Duties

- Participate in the design, development, implementation and evaluation of 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 and expert advice and training in the administration of the University's compensation programs including FLSA 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; make recommendations for level and pay adjustments to ensure external competitiveness and internal equity
- Participate in and/or lead department projects in support of ongoing and ad-hoc services to schools and units
- Develop and deliver training sessions for HR staff across the University in the area of compensation administration and related policies and practices
- Ensure compliance with University Human Resources policies, procedures, and requirements

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 7 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