

Senior Compensation Analyst

Required Qualifications (as evidenced by an attached resume):

Bachelor's degree (foreign equivalent or higher). Five (5) years of full-time compensation experience. Proficiency in Microsoft Office Suite, including Excel (pivot tables and VLOOKUPs). Strong analytical skills.

Preferred Qualifications:

Advanced degree in Human Resources, Finance, Business Administration, or a related field. Additional years (6+) of full-time compensation experience. HR certification (PHR/SPHR, SHRM -CP or SHRM -SCP). Experience with PeopleSoft, Taleo and/or other TMS software. Experience with Comp Analyst, ERI, and other Salary Survey methods/sources/software. Experience with SUNY systems (for line management purposes). World at Work Certification.

Brief Description of Duties:

The Senior Compensation analyst operates at a high and confidential level and is responsible for complex position management and salary analysis. This includes analyzing and researching industry-related compensation practices and market data. The incumbent works with administrators and Vice-Presidential Coordinators to ensure that established compensation programs are competitive, internally equitable, and ensure that our pay practices support our goal to retain and attract talent. At the senior level the incumbent has enhanced knowledge, training, and experience. Incumbent's work review and supervision is lessened, and work is more varied and requires greater technical, mathematical, and analytical skills. Incumbent at this level has a proven track record of writing, editing, and improving job descriptions. Incumbent is knowledgeable in all employment related laws, compensation terms, and concepts. The incumbent interacts and responds well with diverse populations and ideas.

• Position/Salary Analysis:

- Responsible for administering Stony Brook compensation programs (for West Campus, HS/SOM). Evaluate and analyze salary data, as well as determine pay grades.
- Review position descriptions for appropriate classification, compliance, and organizational soundness. Research, analyze and recommend appropriate compensation levels for positions and related salary review requests.
- Review compensation related activities such as requests for an increase in job duties, reclassifications, and promotional requests, all in accordance with contractual obligations and University guidelines.
- As needed, trains, and assists other compensation specialists/coordinators.
- Understands and makes FLSA exemption determinations based upon Department of Labor Guidelines, job descriptions and relevant job data. Conduct FLSA Analysis for federal and state overtime rules.
- Review Actual Wage Analysis requests.

• **Consultation/Outreach/Customer Service:**

- Provide guidance to VP's, Human Resource Business Partners (HRBP's) and department administrators on classification and compensation trends and related issues, application of University, bargaining unit, Civil Service policies, practices and procedures and new initiatives.

- Incumbent is actively involved with various classification and compensation related items such as data/line management and salary surveys (including salary survey participation). Attends and is an engaged participant in weekly Classification and Compensation meetings. May develop, initiate, present, and promote various Compensation related workshops.

- Other duties or projects as assigned as appropriate to rank and departmental mission.

Special Notes:

This is a Management Confidential position. This is a full-time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

For this position, we are unable to sponsor candidates for work visas.

Resume/CV and cover letter should be included with the online application.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at or visit <https://www.stonybrook.edu/commcms/oea/>.

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed<https://www.stonybrook.edu/police/>.

Visit our<https://www.stonybrook.edu/commcms/jobs/working-here/index.php> page to learn about the **total rewards** we offer.

Salary: Commensurate with experience.

To apply, visit <https://apptrkr.com/5136418>

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