

## Compensation Analyst/Compensation Specialist



### **Compensation Analyst:**

#### **Required Qualifications (as evidenced by an attached resume):**

Bachelor's degree (foreign equivalent or higher). Two (2) years of full-time compensation experience. Complex data analysis experience. Proficiency in Microsoft Office Suite, including Excel (Pivot Tables and Vlookups).

#### **Preferred Qualifications:**

Bachelor's or Advanced degree in Human Resources, Finance, Business Administration, or a related field. Additional years (3+) of compensation experience. HR Certification. Prior experience working in public employment. Experience working in a unionized environment.

#### **Brief Description of Duties:**

The Compensation Department provides a full range of compensation programs designed to attract, retain, and motivate our employees. The Compensation Analyst conducts complex classification and compensation analyses and related projects. The successful incumbent will work independently, as well as part of a team-based environment and must be detail-oriented, with strong analytical and problem-solving skills. The Compensation Analyst will work proactively with leaders to recommend solutions and alternatives to changing needs and growing demands and will report findings to varied audiences.

- Provide advisory support for vital areas of compensation, including job classification, salary ranges, equity, temporary pay, and FLSA compliance.
- Incumbent researches and analyzes market data and internal factors to support the determination of salary and grade levels for a broad range of positions.
- Recommends classification, salary, and titles.
- Reviews position descriptions for appropriate classification, compliance (including FLSA designation), and organizational soundness.
- Research, analyze and recommend appropriate compensation levels for new positions and salary review requests.

- Meets with end users to discuss recommendations as needed; collaborates with the talent acquisition team on compensation matters. Serve as an internal resource for information regarding standard compensation policies, practices and programs.
- Responsible for data collection process to support ongoing compensation programs (merit increase program, salary budget planning, executive compensation, annual market/equity review) as well as major compensation initiatives and projects.
- Assists with the design of the development and delivery of tools, communications and training that support University compensation programs, policies and projects.
- Participates in salary surveys and other data exchanges to provide market information needed to support compensation recommendations and to help identify market trends.
- Reviews requests for extra service, reclassifications and promotional requests, and independent contractors, all in accordance with SUNY, RF, University, and State/Federal guidelines.
- Collect, analyze and manage data and information from various sources.
- Other duties as assigned.

### **Compensation Specialist:**

#### **Required Qualifications (as evidenced by an attached resume):**

Bachelor's degree (foreign equivalent or higher). One (1) year of full-time administrative or Human Resources experience. Compensation or analytical experience (education/classes/training, may be considered). Microsoft Excel Skills including experience with Pivot Tables, Vlookups.

#### **Preferred Qualifications:**

Additional years (2+) of administrative or Human Resources experience. HR Certification.

#### **Brief Description of Duties:**

Under the direction of the Compensation Manager, the Compensation Specialist will:

- Provide support for vital areas of compensation, including job classification, salary ranges, equity adjustments, temporary pay, and FLSA compliance.
- Incumbent researches and analyzes market data and internal factors to support the determination of salary and grade levels for a broad range of positions.
- Recommends classification, salary, and titles.

- Meet with end users to discuss recommendations as needed; collaborates with the talent acquisition team on compensation matters.
- Assists with data collection process to support ongoing compensation programs (merit increase program, salary budget planning, executive compensation, annual market/equity review) as well as major compensation initiatives and projects.
- Assist in gathering data for salary surveys and other data exchanges to support compensation recommendations and to help identify market trends.
- Reviews position descriptions for appropriate classification, compliance (including FLSA designation), and organizational soundness.
- Researches, analyzes and recommends appropriate compensation levels for new positions and salary review requests.
- Reviews requests for extra service, reclassifications and promotional requests, and independent contractors, all in accordance with SUNY, RF, University, and State/Federal guidelines.
- Other duties as assigned.

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**Job Number: 2204775**