

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Compensation Analyst	<b>SALARY GRADE:</b>	HU-11
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	2608	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:**                    The purpose of this position is to provide technical/professional support in conducting wage surveys, evaluating positions using established systems, preparing records of validity of the evaluations, analyzing jobs, writing job descriptions, assisting in the administration of the University's compensation program, conducting job audits assisting in the development and implementation of the University's performance evaluation program, and serving on a variety of related committees and special task forces.

**SUPERVISORY AUTHORITY:**                    Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:**                    Internal contacts include executives, administrators and employees from all divisions and departments within the university structure. External contacts include auditors, representatives from federal, state and local regulatory agencies and vendors.

**PRINCIPAL ACCOUNTABILITIES:**

Writes thorough and accurate position descriptions and evaluates positions in accordance with established system.

Prepares market salary comparisons, area and industry salary rate studies using spreadsheets.

Maintains salary and other statistical records and reference materials.

Conducts research on compensation plans used in other organizations and makes recommendations for improving effectiveness of existing programs.

Counsels and advises administrative staff in the interpretation of the University's compensation policies and procedures.

Facilitates compliance with local and federal wage/hour laws and regulations.

Conducts studies on current trends in incentive pay programs and advises the Director of new developments.

Assists in in-service training programs and other related programs.

Assists in the preparation of performance evaluation materials for the annual performance assessment cycle.

Receives performance evaluation documents and enters data on database.

Makes presentations on performance evaluation methods and principles to the University community utilizing presentation software.

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Assists in preparing spreadsheets for performance salary awards.

Participates in special projects as assigned.

Performs other related duties as assigned.

**CORE COMPETENCIES:** Considerable knowledge of federal, state and local laws and regulations affecting human resources including but not limited to Fair Labor Standards Act, Equal Pay Act, Americans with Disabilities Act.

Proficiency in the operation of computers, related software applications (word-processing, spreadsheet, database, graphic presentations, information systems, etc.) and standard office equipment.

Communicate effectively orally and in writing with a diverse population.

Must be detail-oriented and organized.

Ability to manage and meet timelines, multi-task and prioritize assignments, independently.

Ability to solve programs involving many variables.

Ability to analyze data utilizing a variety of techniques.

Ability to exercise discretion and ensure a high level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Business Administration, Human Resources or related field with 2-5 years of related experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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**SALARY GRADE:** HU-11

**DATE REVISED:** December 1, 2014

**EEO CODE:** 02

**JOB CODE:** 2608

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** N/A

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation & Performance Management

**DATE:** \_\_\_\_\_