

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE: Sr. Compensation Analyst **SALARY GRADE:** HU-12
DATE REVISED: December 01, 2014 **EEO CODE:** 02
JOB CODE: 2634 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <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 ACCOUNTABILITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

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: Plan, coordinate and participate in a full range of salary and performance compensation activities.

Formulate and articulate compensation recommendations to division and department leaders.

Develop recommendations to modify or implement new compensation programs, policies, and procedures.

Maintain the university salary schedules and position classification structure.

Advise, interpret and provide direction to the University community on policies and procedures governing compensation.

Ensure that comprehensive job analysis and evaluation is conducted, resulting in position descriptions that accurately reflect the duties and responsibilities, competencies and minimally acceptable qualifications.

Perform thorough market pricing analysis that results in technically proficient recommendations on salary offers or increases.

Prepare memorandums, correspondence and reports of findings.

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Advise senior human resource management on regulatory compliance issues.

Support the university's annual pay increase, incentive, and performance pay award processes and programs.

Prepare and summarizes compensation data from HRIS system.

Ensure all compensation plans, programs, and practices remain legally compliant.

Respond to sensitive, complex and difficult inquires from management, employees and the general public concerning compensation related matters, and resolves problems or issues arising from such inquiries.

Provide technical assistance, training, and leadership to other human resource practitioners engaged in University-wide human resource programs and issues.

Participate in targeted salary survey completion and submissions.

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.

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.

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MINIMUM REQUIREMENTS: Bachelor's degree in Business Administration, Human Resources or closely related field and minimum of 3-6 years of relevant experience. 11 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.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management