

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Compensation Analyst II  
Code: 19522  
Salary Grade: 61  
FLSA Status: Exempt  
Department/Division: Human Resources  
Reports To: Director, Compensation and Employment

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## *Summary*

- Function: Provide professional human resources administration and services using concepts, practices and procedures within the compensation department.
- Scope: Responsible for handling of a wide variety of complex duties within Human Resources Compensation Administration, which involve frequent contact with University administrators and employees.

## *Duties*

- Typical:
  1. Conducts job evaluations to establish/validate relevant position duties, exemption status, and appropriate salary grade.
  2. Prepares and finalizes position descriptions. Coordinate approval of new position descriptions or changes to existing descriptions with appropriate management personnel. Ensures all job description additions and changes are properly reflected in the online job description directory.
  3. Works with departments to ensure positions and accompanying salary ranges are aligned to optimally support the organization. Makes recommendations as appropriate for job structure changes, and works with departments for implementation.
  4. Responsible for review of position reclassification requests. Determines if proposed position meets departmental requirements, and is a fit with job duties being performed.
  5. Reviews all STARS job postings to ensure duties and requirements are appropriately aligned with the position. Reviews screening questions to ensure qualified candidates will be referred. Reviews and approves hiring offers to ensure candidate meets position requirements, and salary is equitable within University salary structure.
  6. Formulate recommendations for the development and update of salary structures.

7. Provide UTSA Compensation policy guidance to employees and management. May formulate and recommend revisions to Compensation policy, coordinating through HR and University management.
8. Responsible for Compensation data analysis and reporting. Responsibilities may include development and update of departmental productivity data, position/departmental pay analysis and reporting, development of A&P and Classified pay lines.
9. Provide guidance and direction to Compensation Analyst I, and HR support staff.
10. Perform additional duties as assigned.

• Periodic:

1. N/A

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree.	Master's Degree

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Effective judgment, tact, diplomacy, and discretion required in all matters. Excellent verbal and written communication skills.	N/A
Demonstrated effective interpersonal skills.	
Must be able to maintain strict confidentiality.	
Possesses knowledge and understanding of State and Federal guidelines and law within the functional area. Utilizes that knowledge in their daily function.	
Creativity and latitude is required.	
Criminal Background Check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Four years of professional experience in Human Resources, with 2 of the years specific to compensation administration.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Knowledge of personal computers, Microsoft office software to include Word, Excel, PowerPoint, Access, and Outlook; and standard office equipment.	N/A.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office conditions.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
General Supervision from senior management.	May directly supervise a Human Resources work group.

***Accuracy***

Proficiency in all duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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