

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Compensation Analyst

Code: 19524

Salary Grade: 62

FLSA Status: Exempt

Department/Division: Human Resources

Reports To: Compensation Manager

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## *Summary*

- Function: Serves as lead for Compensation group, providing advice and guidance on complex issues, departmental issues, special pay reviews and implementation, and PeopleSoft technical issues.
- 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. Supports assigned customer base, including completion of Compensation audits, Hiring Proposals, and special projects. Responsibilities include providing proactive professional compensation recommendations, guidance, and supporting metrics to optimize the organization's pay strategy. Works to ensure customer's pay practices are compliant with University, and external regulatory guidelines. Makes recommendations as appropriate for comprehensive job structure and organizational changes, and works with departments for a seamless implementation of new jobs, and job structures.
  2. Provides assistance and guidance to team members as needed on significant Compensation issues.
  3. Coordinates Compensation data support responsibilities. Providing direct oversight to staff/student positions primarily assigned to P/S position management. Serves as Compensation point of coordination with other HR departments, P/S support team, and other internal departments in an effort to provide accurate, efficient, and responsive service to the University. Represents Compensation on P/S projects, task groups, etc. to troubleshoot system issues, or review and test enhancements that have specific Compensation impact.
  4. Serves as the lead for review and revision of UTSA Compensation policy guidance to employees and management. May formulate and recommend revisions to Compensation policy, coordinating through HR and University management.

<ol style="list-style-type: none"> <li>5. Formulate recommendations for the development and update of salary structures.</li> <li>6. Provide guidance and direction to Compensation Analysts and support staff assigned to the Compensation group.</li> <li>7. Perform additional duties as assigned.</li> </ol> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. N/A</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s Degree from an accredited institution in Business Administration, Human Resources, or related.	Master’s Degree from an accredited institution in Human Resources or Business Administration.

***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.	
Processes 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>
Six years of professional experience in Human Resources, with at least 4 years specific to compensation administration.	N/A

***Equipment***

<b>Required</b>	<b>Possible</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.	Oversee work assignments for Compensation Analyst and Specialist; may directly supervise work group.

***Accuracy***

Proficiency in all phases of the 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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