

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Compensation Analyst I  
Code: 19525  
Salary Grade: 59  
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 performing duties in the administration of compensation programs involving application and interpretation of rules, regulations, procedures and policies.

## *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. Prepares and submits participant responses to approved salary surveys.
  4. 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.
  5. Responsible for review of position reclassification requests. Determines if proposed position meets departmental requirements, and is a fit with job duties being performed.
  6. 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.
  7. Provide UTSA Compensation policy guidance to employees and

management.  
8. Perform additional duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated effective interpersonal skills.	N/A
Effective judgment, tact, diplomacy, and discretion required in all matters. Excellent verbal and written communication 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>
Two years professional experience in human resources, with one year 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, and Outlook; and standard office equipment.	Experience with Microsoft Access database software.

***Working Conditions***

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

***Supervision***

<b>Received</b>	<b>Given</b>
General Supervision from immediate	General supervision of assigned staff.

supervisor.	
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***Accuracy***

Proficiency in all duties performed.

***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.

***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.