

HR Senior Analyst, Compensation

Position Summary

The HR Sr. Analyst, Compensation position is a vital role designed to provide best in class compensation-related services to support the University of Virginia's Academic / Administration Divisions or Health System. This Sr. Analyst-level position is responsible for supporting compensation program and plan design, implementation and ongoing administration. The incumbent will report to the Director, HR Total Rewards and will not have direct reports.

Responsibilities and Duties

- Administer the University's compensation plans
- Conduct systematic audits and maintain knowledge of labor, wage and hour regulations, including but not limited to FLSA and fair pay dictates
- Provide inputs for the compensation framework within the HR technology solution and participate in any surveys or other data collection or aggregation activities
- Gathers data for response to external market surveys, executes response to surveys and summarizes outputs
- Work with managers to develop job profiles and compensation structures
- Coordinate closely with HR technology for required system changes
- Understand employee turnover trends and possible causal compensation connections
- Analyze competitiveness of pay through, for example, the use of third party surveys
- Assist as requested with compensation-related issues affecting organizational redesigns
- Work collaboratively with HR Solution Center to respond to requests and questions

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

Knowledge, Skills and Abilities

- Work with third party compensation surveys
- Administer compensation programs
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations

- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Compensation team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Work in HR systems and compensation planning technology
- Demonstrate strong organizational skills and attention to detail
- Demonstrate strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience: Experience working for a 4-year higher education institution, especially one with an academic medical center

Required Education: Bachelor's degree

Preferred Qualifications: Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Preferred Certifications: CCP

Preferred Computer Applications: Microsoft products, including Word, PowerPoint and Excel