

HR Analyst, Compensation

Position Summary

The HR Analyst, Compensation position is a vital role designed to provide best in class compensation-related services to support UVA. This Analyst-level position is responsible for assisting with a variety of HR compensation activities, such as development, implementation and administration of compensation programs. This position may be aligned to a major entity (Academic/Administration divisions or Health System). The incumbent will report to the Director, Total Rewards and will not have direct reports.

Responsibilities and Duties

- Assist with the analysis and evaluation of external market data and internal data about the current and projected employee population to develop salary budgets and forecasts
- Provide inputs for the compensation framework within the HR technology solution
- Complete market survey(s) and other data collection/aggregation activities
- Review and research exceptions and deviations from policies
- Gather data for response to external market surveys, execute response to surveys and summarize outputs
- Coordinate closely with HR technology for required system changes
- Participate in the resolution of wage and hour issues
- Review new and changed job descriptions to ensure consistency of information and recommend placement with existing compensation structures
- 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
- Solve mathematical and analytical problems
- Work with HR systems and compensation planning technology
- Pay meticulous attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience: Working for a 4-year higher education institution and/or an affiliated health system. Familiarity with lean, project management, cloud technology, and HR domain

Required Education: Bachelor's degree

Preferred Certifications: CCP

Preferred Computer Applications: Microsoft Office