

Senior Human Resources Analyst

Job Code 00001461

General Description

Responsible for providing analyses related to staff compensation, classification, FLSA overtime status and maintaining the university pay plan and related activities.

Examples of Duties

Research, analyze, develop, write, recommend, communicate, and monitor for compliance operational human resources policies, procedures, and activities in assigned area.

Assess and recommend changes for assigned areas of operation.

Serve on and provide support to various university and external permanent and ad hoc committees, task forces, and teams.

Complete special projects and tasks as assigned by the appropriate manager, director and associate director.

Complete job classification audits on new and existing positions.

Recommend appropriate classification and compensation of staff positions to ensure compliance with the university pay structure, FLSA and EEO status.

Assist with projects in the areas of classification, compensation, employee relations, and performance appraisal.

Conduct and complete salary surveys.

Conduct job specification maintenance activities.

Recommend changes to the pay plan based on market data and internal equity.

Research FLSA requirements to determine exempt/non-exempt status and resolve other FLSA issues.

Train university staff on compensation and classification and other human resources topics.

Assist management on policy, legal and other issues.

Analyze regional/national labor trends and market data.

Serve as functional expert to university management in area of compensation and performance appraisal.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: relevant UPPSs, job analysis techniques, salary survey methods, GOJA booklets and job evaluation, and analysis methods and techniques, laws pertaining to human resources policies and practices, employee relations issues and practices, state and federal laws including but not limited to Equal Pay Act, FLSA, ADEA, ADA and Title VII.

Skill in: preparing various forms of written material, including but not limited to training presentations, spreadsheets, reports, job descriptions, GOJA booklets, establishing a rapport with a variety of clients working as a team member, interpreting requests for information, prioritizing work load, conveying salary information and determining correct classification,

performing salary surveys, problem solving, using Microsoft applications.

Ability to: read and interpret policies, procedures, state and federal laws, perform intermediate math, communicate effectively to individuals and groups, conduct presentations, maintain confidentiality, multitask, establish rapport with others and utilize spreadsheet software, convey complex information regarding university policies and procedures, and conduct presentations.

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Certified Compensation Professional (CCP) credential preferred.

Other Requirements