# Job Description

**PimaCommunityCollege**

Position Title: Analyst 3, Compensation

Job Family: Human Resources                Job Type: Professional - Senior

FLSA Status: Exempt                        Salary Grade: 07

## Position Summary:

> The Compensation Analyst 3 facilitates compensation processes such as annual compensation planning, annual contracts, affirmative action reporting, and faculty hiring. The Compensation Analyst 3 has responsibility for individual position reviews; job reclassifications; report development; and administering salary administration practices while ensuring equitable and consistent application of policy and procedures.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Facilitates compensation processes such as annual compensation planning, annual contracts, affirmative action reporting, or faculty salary determinations.

2. Responds to internal requests, including report development and analysis of compensation issues. Proposes solutions and works with the compensation team to implement solutions and drive decision making and outcomes.

3. Establishes priorities and organize workload; plan, coordinate and implement special projects; works in a team environment to achieve unit goals.

4. Reviews job descriptions for completeness and revisions. Conducts market-based job evaluation to determine position salary grade. Conduct individual position reviews, reclassifications, and hire offer reviews.

5. Reviews position descriptions for unit reorganizations. Reviews and approves lead pay and out-of-classification pay requests.

6. Guides on compensation practices and legal issues, assessing impact to the business unit. Ensures compliance with Federal, state and local laws, regulations, codes, standards, College policies and procedures.

7. Participates in salary surveys.

8. Provides information to Supervisors regarding job review processes and salary grading methodology.

9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of Human Resources compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Skill in analyzing data and drawing conclusions
4. Skill in problem solving
5. Skill in coordinating and monitoring the work of others
6. Skill in effective communication (both written and oral)
7. Ability to develop and maintain effective and positive working relationships

## Supervision:

- May guide work of others who perform essentially the same work. May organize, set priorities, schedule, and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human Resources, Business Administration, or other related field required.
- Three (3) to Five (5) years of experience in Compensation and Classification required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- Five (5) to Eight (8) years of experience in Compensation and Classification preferred
- HR Certification preferred.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information..
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required