



The University of Puget Sound invites applications for a Compensation Analyst

The Organization

Established in 1888, the University of Puget Sound is a nationally ranked residential liberal arts college and one of just five independent colleges in the Pacific Northwest granted a charter by Phi Beta Kappa, the oldest and most prestigious academic honor society in the United States. The university draws 2,600 students from 46 states and 8 countries. Puget Sound has been designated as one of only 40 *Colleges that Change Lives* and is in the top 5% of colleges for students who go on to earn doctorate degrees. Princeton Review reported that Puget Sound's faculty-student interaction is one of the best in the nation. The university has recently launched an ambitious ten-year strategic plan, *Leadership for a Changing World*, to advance institutional excellence, academic distinction, and student success.

The Position

The compensation analyst has direct responsibility for administering a comprehensive staff compensation program for staff. Working with HR partners, this position integrates rewards of work to attract and retain talent in the most cost effective and efficient manner possible, providing analytical, policy and support services university-wide. Responsibilities include salary administration, survey administration, modeling, developing recommendations, communication and education, compliance with applicable laws and regulations, budgeting, internal reporting, and partnering with internal and external colleagues on work related to staff compensation.

Essential Job Functions and Responsibilities:

Developing and communicating staff compensation programs:

- Researches, establishes and utilizes compensation methods and sources (e.g., professional organizations, websites) to ensure effective and cost-efficient compensation programs.
- Plans and implements a strategic communication plan for the staff compensation program; communicates compensation program practices, policies and procedures to individual contributors and leaders.

- Consults with hiring managers and HR team members to determine starting salaries for new staff members based on the extent and relatedness of the candidate's education and experience and on internal equity and market considerations; authorizes payroll actions for monetary awards for classification, salary, full-time equivalency (FTE), Fair Labor Standards Act (FLSA) status, and other such changes.
- Solicits information about jobs from incumbents, supervisors, and department heads; conducts on-site audits of classifications of positions; conducts job evaluations; authorizes changes in classifications and salary ranges; computes the cost impact of such changes.
- Ensures compliance with the FLSA and other federal and state wage and hour laws and regulations.
- Assists individual contributors and leaders in writing job descriptions.
- Oversees the university's participation in salary and benefits surveys conducted by other organizations (e.g. CUPA-HR, Milliman). Prepares summary reports of survey data, including reports for the Compensation Committee of the Board of Trustees; analyzes survey data; recommends necessary alignments to the salary range structure; designs and conducts local, state, and national salary and benefits surveys as needed to determine Puget Sound's position in relation to relevant labor markets.

Analyzing and reporting:

- Works in partnership with the HRIS Analyst to analyze the systems and reporting needs of constituents; facilitates the implementation of automated systems solutions and reports to meet those needs.

Payroll:

- Works in partnership with the Payroll Administrator to ensure timely and accurate processing of semi-monthly payroll, quarterly and annual state and federal reporting, and compliance with all local, state, and federal regulations.

Consulting:

- Provides direction to individuals and groups within and outside of HR/CES who are engaged in initiating, establishing, and maintaining compensation programs; assists faculty and staff leaders and individual contributors to address compensation challenges; provides a broad range of consultative services to faculty and staff leaders and individual contributors regarding compensation policies, procedures, and practices; suggests alternatives for the compensation of individual contributors and leaders; assists leaders in designing and/or implementing improvements to compensation processes.
- Assists individual contributors in developing their understanding of the university's compensation programs and objectives.

- Works with HR team to assess data, analyze trends, and identify methods for continuously improving human resources management at the university.

Ensuring organizational effectiveness:

- Participates in development, implementation and maintenance of policies, objectives, short-and long-range plans; develops and implements programs to accomplish established goals.
- Maintains currency in the human resources profession through such professional development activities as reading professional literature; attending professional development education programs, workshops and conferences; and participating in professional associations.
- Continuously reviews and makes or recommends changes to compensation policies and procedures.
- Participates as a team player in keeping daily Human Resources operations running smoothly, serving as support and backup as necessary.

Performing other functions:

- Maintains historical records, current legislation information, compensation statistics, letters and documents, etc.
- Engages in planning and collaboration across departments in support of the strategic plan and institutional initiatives.
- Writes and edits communication materials, correspondence, and reports and implements changes as needed.
- Leads individual and group information sessions as needed or requested.
- Serves on task forces, committees and project teams as required.
- Conducts research on such subjects as resources for market compensation data, best practices in compensation, etc.

Qualifications:

- Bachelor's degree and three to five years' increasingly responsible compensation experience required
- Certified Compensation Professional (CCP) certification preferred
- PeopleSoft and Tableau experience preferred
- Ability to create dynamic tools and models to interpret and analyze data
- Commitment to liberal arts education and cultural diversity
- Demonstrated customer service orientation
- Interpersonal and communication skills that foster harmonious relations with constituents
- Excellent organizational and analytical skills
- Ability to respectfully work, communicate and provide leadership within a diverse campus community

Puget Sound offers a generous benefits package. For more information, visit: <http://www.pugetsound.edu/about/offices-services/human-resources/overview-of-university-benefit/>.

Application Deadline: Search and selection procedures will be closed when a sufficient number of qualified candidates have been identified.

Apply: To review the full job description, including required documents, and to apply online, please visit www.pugetsound.edu/employment.

The University of Puget Sound is an equal opportunity employer and is committed to recruiting, hiring, and retaining the most qualified persons based on job-related criteria. The university will not engage in or tolerate any discrimination or harassment in the workplace as prohibited by local, state, or federal law. More specifically, no applicant or staff member will be discriminated against or harassed on the basis of his or her race, color, sex, religion, age, disability, marital or familial status, national origin, creed, veteran and military status, sexual orientation, sexual identity, gender identity and expression, genetic information, socioeconomic class, language spoken, documentation status, political beliefs or any other characteristic prohibited by applicable federal, state, or local law.