AUBURN
Human Resources

Analyst I, Compensation & Classification

Job Description

JOB INFORMATION

Job Code	EB05A
Job Description Title	Analyst I, Compensation & Classification
Pay Grade	HR08
Range Minimum	$51,470
33rd %	$61,770
Range Midpoint	$66,910
67th %	$72,060
Range Maximum	$82,350
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	10/2/2024 2:44:22 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Compensation

JOB SUMMARY

Reporting to the Manager, Classification & Compensation Administration, this position reviews, researches, analyzes and recommends position classification and compensation pay action decisions according to Auburn University policy, procedures, and processes.

RESPONSIBILITIES

- Facilitates the coordination, review, evaluation, and recommendation of adjustments within area of responsibility while adhering to existing policy, procedures, and practice. This includes job analysis, job evaluation, market pricing, assigning FLSA designation and applying the internal pay decision tool. Collaborates with peers who are also providing services and support for the same area of responsibility in order to provide seamless customer service and quick response times.
- Assists with advisement of employees, supervisors, department heads, and Human Resources Liaisons on compensation and classification practices, policies and procedures via phone, email, or in person. Asks questions to gather appropriate information, and provides recommendations which are consistent with university objectives. Notifies supervisor of any irregular occurrences or potential issues that are not consistent with AU or Compensation practices, policies and procedures.
- Creates standard job descriptions and collaborates with customers to revise position descriptions in alignment with the established organizational structure, job architecture, and established methodology.
- Reviews, analyzes, and processes salary offers. Ensures supervisor reviews and supports offers whose collaborative salary recommendation is outside of the suggested salary interval.
- Participates in local, regional, and national salary surveys and peer requests and conducts classification and compensation studies of market data, salary budgets, pay range movement, and pay practices.
- Supports overall compensation operations, service, and support through the creation, development, and maintenance of tools, processes, systems, and framework to include Smart Sheet processes, AU Pay Evaluator, and job architecture.
- Coordinates the development, collection, calculation, tracking, and review of Compensation related metrics, and assists with analysis. Develops and publishes informational reports and dashboards used within various compensation administration processes.
- Maintains awareness of, reviews, maintains, promotes, and implements compensation-related strategies, programs, policies, procedures, and practices. Assists in the identification of process- and practice-related opportunities for improvement and collaborates with supervisor to implement continuous improvement activities. Creates compensation-related content for training, presentations, and meetings and may assist with delivery to HR Liaisons, supervisors and employees.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field	and	0 years of	Experience in human resources with an emphasis in classification and compensation administration.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.