UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Field Compensation Consultant

Job Code: 117155

Grade: 00
OT Eligible: No
Comp Approval: 7/31/2014

JOB SUMMARY:

Serves as a Senior Field Compensation Consultant specializing in assisting with planning, designing and developing compensation plans and programs for schools/departments reporting to the Office of the Provost in collaboration with the university’s Compensation Office. Facilitates administration and implementation of university staff compensation program initiatives. Acts as key advisor and expert to HR business partners and all levels of management for Office of Provost regarding compensation matters. Advises employees and management on complex and critical compensation issues, policies, practices and programs and refers highly complex problematic compensation issues to the university Compensation Office. Provides counseling and supports managers and supervisors in dealing with day-to-day compensation related matters, issues and legal compliance.

JOB ACCOUNTABILITIES:

*E/M/NA   % TIME

Conducts internal department job evaluations and analysis for existing and proposed new jobs for schools/departments reporting to Office of Provost to resolve compensation and classification issues, as requested. Performs job evaluations and desk audits, as needed. Researches and utilizes university Compensation Office’s published internal/external benchmarking report to assess school/department pay requests. Prepares and makes initial classification and market adjustment recommendations regarding Provost Office’s school/department submitted requests as needed before review by the university Compensation Office. Ensures classifications and pay practices are consistent with university policy and procedures.

Delivers analytical and research support on internal compensation issues, market data, and compensation practices in collaboration with university Compensation Office and HR business partners to make recommendations and influence business decisions. Creates and delivers timely and accurate reports relevant to the compensation function in order to support business and human resources needs. Fields routine requests for compensation data.

Has responsibility for research initiatives, evaluates and recommends survey sources for staff positions to university Compensation Office and may assist that office and HR business partners in job matching. Utilizes university Compensation Office’s published benchmarking report to provide market data analysis for positions and assist in recommending market adjustments to maintain the department’s competitive stance in the marketplace. May assist in participating in faculty compensation surveys. Assists in the coordination and delivery of compensation programs such as annual wage and salary review process. Serves as liaison between managers, supervisors and administrators and the university’s Compensation Office. Manages specific processes to ensure successful and timely completion, as assigned.

Proposes and implements changes to internal processes to improve quality of data, reduce response times and eliminate unnecessary tasks. Assists in the coordination and delivery of departmental projects that may encompass any aspect
Manages assigned initiatives/projects to successful and timely completion. Participates in major ad hoc projects and may lead smaller projects.

Advises managers and supervisors on compensation administration for faculty, staff, students, temporary or resources workers including new hire salaries, pay increases, reclassifications and internal promotions, as needed. Supports university's compensation philosophy, policies, procedures and practices. Assists with identifying and clarifying compensation problems, evaluating potential solutions and determining solutions in collaboration with human resources manager/director or senior management and/or university Compensation Office. Coordinates and implements selected solution in concert with human resources manager/director or senior management and/or university Compensation Office.

Maintains currency with, understands and ensures compliance with all university and school/division policies and procedures and with all federal, state and local laws that may affect compensation. Maintains an understanding of current best practices relative to compensation practices.

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

☐ No  ☐ Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

5 years

**Minimum Field of Expertise:**

Five years experience as a compensation analyst. Thorough knowledge of compensation best practices, laws, and principles. Certified Compensation Professional (CCP). Excellent analytical, oral and written and communication, and critical thinking skills.

**Preferred Education:**

Bachelor's degree

**Preferred Experience:**

7 years

**Skills:** Other:
Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Negotiation
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: __________________________ Date: __________________________

Supervisor: __________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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