**Job Description Summary**

Independently coordinates and executes tasks in support of a program, event, service or department. Serves as point-of-contact to internal and external parties providing both information and assuring service delivery. Must foresee and rectify complications preemptively and in real time.
Human Resources supports the management of the University's human resources and develops and executes strategies and plans to promote a productive and inclusive workforce in accordance with university policy, practices, objective, and external regulations. Human Resources supports the wellbeing of employees and the University's strategic goals, culture, and leadership development to elevate the talent and skills of the organization. Human Resources functions may include talent acquisition and management, -compensation and benefits, employee and labor relations, human resources records and services, equal opportunity and affirmative action, learning and organizational development.

**Job Description**

Essential Functions:

Compensation – 60%

* Conduct position audits and recommend appropriate job profile to ensure external and internal equity.  Assist with the annual salary/merit increase process. Provide annual audit report to management.
* Assist in developing, writing, and maintaining position descriptions. Work with managers to develop an understanding of the position’s responsibilities. Ensure descriptions accurately reflect the work being performed by incumbents.
* Interviews and surveys employees and managers to gather and document job, departmental, and occupational information including duties, responsibilities, and skills required by each classification.
* Assesses jobs and their respective duties to determine classification as exempt or nonexempt and appropriate job profile.
* Provide external reporting/survey data compilation and distribution including salary surveys.
* Prepare reports for benchmarking jobs against survey data and other market intelligence to determine job profiles for each position.
* Prepares and presents summary reports of job analysis and compensation analysis information.
* Gathers data from College and University Professional Association (CUPA) compensation surveys; uses spreadsheet and data analysis techniques to assess results and market trends.
* Evaluates and implements job analysis instruments and materials.
* Assist labor relations in conducting data and cost analyses to be used in employee negotiations and collective bargaining agreements.
* Advises management on applicable state and federal employment regulations and compensation policies, human resource procedures, and collective agreements.

Data Analyst – 40%

* Develop ad hoc reports in response to internal human resources and university business processes, information requests from the campus community, external customer inquiries, and data audits.
* Administer the salary administration process including the preparation and distribution of salary increase worksheets for all collective bargaining and non-bargaining employees.
* Perform analysis and troubleshooting for reporting data output.
* Provide and maintain Human Resources analytics to administer “dashboard” data for use in business intelligence.

Additional Position Information:

**Required Qualifications**: bachelor’s degree and a minimum of 4 years’ experience in position analysis, conducting surveys and general knowledge of salary administrative procedures. Experience in providing data analytics and creating reporting required.

**Required Skills/Abilities:**

* Working knowledge of quantitative and qualitative research methods.
* Knowledge of human resource laws, regulations, and best practices.
* Excellent written and verbal communication skills.
* Excellent organizational and time management skills.
* Proficient with Microsoft Office Suite or similar software.
* Ability to provide reporting for human resources business processes and external customers.
* Ability to support wage and salary programs and conduct position audits is necessary.
* Ability to maintain job descriptions and make recommendations concerning appropriate classification and pay level.

**Application Deadline: August 17, 2023.**

Compensation: The compensation for this position is commensurate with experience and qualifications. The University of Akron offers a competitive total compensation package comprised of a competitive salary and comprehensive benefits for eligible employees including medical, dental, vision, short and long-term disability, life insurance, and paid leave of absences including time off for illness, vacation, and maternity or paternity leave. In addition, eligible employees and their dependents are provided tuition remission.

All staff and eligible non-bargaining unit faculty have the option to request a Flexible Work Arrangement (FWA).

The University of Akron participates in state retirement systems and offers alternative retirement options with competitive employer contributions. Optional investment opportunities are available including deferred compensation programs (403(b) and 457(b)). Please visit our benefits home page for more information.

Application Instructions: To apply for this position, you must complete the on-line application and attach a resume, a cover letter, and a list of three professional references to your profile. Please include contact information, including email addresses for your professional references. [Careers at UA (myworkdayjobs.com)](https://uakron.wd1.myworkdayjobs.com/en-US/UACareers/job/Compensation-Analyst_JR100387)

Recruiter:

Natasha Kuzmina

Phone Number:

+1 (330) 9728431

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Background Check Statement

The University of Akron is committed to providing a safe environment for all students and employees.  The University endeavors to protect the health, welfare and safety of all students, employees and visitors on our campus.  As such, all offers of employment with The University of Akron are contingent upon verification of credentials, proof of Covid-19 vaccination, and satisfactory completion of a criminal background check. Some positions may require additional credit investigation and a pre-employment driving record search.

New hires must present proof of COVID-19 vaccination, if vaccines are available and the employee is eligible, at time of hire. If a new employee is not fully vaccinated at the time of hire, the offer of employment will be contingent upon the employee becoming fully vaccinated within 60 days of hire, unless a qualifying medical or religious exemption is granted.

**Equal Employment Opportunity Statement**

The University of Akron, as an equal education and employment institution, is committed to achieving a diverse and inclusive workforce. All qualified individuals in its education programs or activities, including applicants for admissions or employment, will receive consideration without regard to race, color, religion, sex, age, national or ethnic origin, sexual orientation, gender identity, disability, genetic information, military status or status as a veteran. To further this commitment, the University complies with state and federal laws which prohibit discrimination. Questions or concerns about the administration of this commitment can be directed to the University’s Equal Employment Opportunity and Affirmative Action Office (uakron.edu/hr/eeoaa). The University also strives to provide an environment free from the negative impacts of gender-based discrimination and harassment as prohibited by Title IX of the Education Amendments Act of 1972. Questions about Title IX can be referred to the University’s Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education or both. For more information on Title IX at the University of Akron, including how to contact the Title IX Coordinator, how to file a complaint under Title IX with the University or the Title IX process at the University of Akron, please visit the University’s Title IX page at uakron.edu/title-ix/at-uakron.

**State of Residence Statement**

It is the expectation of the University of Akron that all work performed as an employee of the University will be performed in Ohio.