UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
COMPENSATION & CLASSIFICATION ANALYST 4

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities’ air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Human Resources:
The UCR Human Resources department has added several positions that will allow us to do exciting work in support of organizational initiatives. If you are looking for a position that will provide you with a challenge, growth and development opportunities, and the forum to showcase your expertise and client service skills, join our team in the UCR HR department.

The Human Resources Department partners with the university in developing the workplace for the future through benefits, job and career opportunities, training and development services, policies, workplace programs and employee resources.

Essential Functions:
This position will be responsible for managing an ongoing assignment of compensation and classification activities. Responsibilities will include administration of staff compensation programs, evaluation of base pay, market and data analysis for job families and individual jobs; preparing costing scenarios for the purpose of developing compensation options for management decision-making, including costing scenarios for multi-year collective bargaining wage proposals, review & recommendations related to market equity studies; conducting and participation in compensation surveys; analyzing and interpreting salary survey data to develop compensation structures and programs, and ensure market competitiveness. The position will coordinate campuswide compensation programs (i.e., systemwide salary programs, awards, etc), including the preparation of eligibility rosters, salary range/step structure adjustments, and campus guidelines. Serves as a subject matter and business process expert for HR systems development; and serves as a lead campus resource for classification and compensation-related policy matters. Develops and presents formal and informal campus training, and communicates compensation-related information to campus community. Participates in the assessment, strategic planning, and development of classification and compensation programs.

Key Responsibilities Include:

- Applies advanced compensation concepts to analyze and develop the organization’s compensation programs, including management of salaries, recognition programs, cash and non-cash bonus plans and other forms of total rewards.
- Guides the review of proposed salary adjustments for conformance to established guidelines, policies and practices.
- Serve as the primary HR resource to assigned organizational units, providing interpretation of laws, policies, procedures and collective bargaining agreement articles regarding compensation and classification matters. Conduct job evaluation reviews on existing and new positions to determine appropriate classification. Prepare classification analyses and recommendations. Serve as a classification expert in arbitration hearings, and other meetings with the unions.
- Provide consultation services to campus leadership and management covering a broad array of compensation, classification, organizational design and job description matters.
- Serves as project team member and may assume project management responsibilities.
- Guides and designs compensation surveys to collect and analyze competitive salary information to determine organization’s competitive position.
- Recommends corrective or alternative actions to resolve highly complex compensation-related problems with impact across multiple departments or the organization.
- Reviews requests for new or revised jobs to determine appropriate salary grade assignment.
- Formulates recommendations regarding development of organization salary structure, FLSA exemptions, job revisions and complex organizational structures.
- Reviews existing and proposed statutory requirements governing compensation administration and recommends appropriate courses of action.
- Leads special studies and designs programs on subjects such as incentive compensation, bonus plans, and other forms of compensation.
Key Responsibilities Continued:
- Participates in the review, research, recommendation, and development of proposals to modify existing compensation and classification tools, structures, policies, and local procedures.
- Develop and deliver formal workshops to the campus community, as well as customized training for client groups, on a wide variety of policy, compensation, and classification topics.
- Participates in HRIS workgroups and committees, particularly for systems related to compensation, and classification. Provides subject matter and business process expertise to the development and improvement of HR enterprise systems. Oversees the deployment phases of the HRIS applications to the campus. Ensures appropriate training and guidance is provided to HRIS users. Manage existing HRIS applications. Prepare and implement updates to Compensation support sites and user guides.
- Serve as the campus Systems Access Administrator (SAA) for Enterprise Access Control for systems related to compensation and classification (e.g., iReview, JDS, HRDW).
- Develop and prepare comprehensive periodic and ad hoc workforce data reports to management.

Minimum Requirements:
- Bachelor's degree in related area and/or equivalent experience/training.
- Must have advanced knowledge of other areas of human resources and advanced business systems knowledge at this level.
- Demonstrates ability to lead, influence and project manage at this level.
- Is able to work in a highly collaborative manner with diverse client groups, other areas of human resources, and members of the organization's management.
- Demonstrates highly effective written and verbal communication skills in order to present complex information in a clear and concise manner.
- Has advanced interpersonal skills to interact with client groups and other areas of human resources as well as to understand and present how compensation can address and support business needs and objectives.
- Possesses advanced analytical skills to conduct diverse analysis and develop and present findings and recommendations.
- Knows how to develop and implement compensation programs for the organization and understands how they and other initiatives may impact various areas of human resources.
- Can prioritize competing work assignments and meet deadlines.
- Has advanced knowledge of the compensation function and applicable practices and programs as well as knowledge of organization goals, objectives and initiatives.
- Demonstrated presentation skills.
- Eight (8) years of progressively responsible experience with Human Resources Compensation and Classification.
- Demonstrated experience with formulating policies and procedures, taking into account legal, institutional, and operational perspectives.

Preferred Qualifications:
- Certified Compensation Professional (CCP)

Conditions of Employment:
This is a full-time, career position. The work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is commensurate with experience . All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:
We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:
To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Compensation & Classification Analyst 4 position number is 201511201404.

Filing Date: Open until filled.