

Position Title: Compensation Analyst

Job Opening ID: 1000237

Salary: \$49,675 - \$62,094

Location: Miami Dade College, Kendall

All applications must be submitted online at <http://www.mdc.edu/jobs/>

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Job Description:

The Compensation Analyst is responsible for providing analytical support in the areas of compensation, classification, and report writing.

Duties & Responsibilities:

- Conducts job analysis for exempt and non-exempt positions
- Develops and maintains job descriptions
- Assists with salary inquiries and works with department representatives to solve salary issues
- Provides guidance to client departments on federal and state laws/guidelines
- Conducts FLSA tests and documents results in the job description file
- Participates in salary equity reviews and salary surveys, both local and national to determine competitive nature of positions and salaries
- Compiles salary data and forecast reports for review and submission to management
- Provides answers to routine questions utilizing applicable policies or procedures and refers more complex questions or requests to the appropriate level of expertise

Minimum Requirements:

- Bachelor's degree from a regionally accredited institution and five (5) years of related experience in compensation administration; or Associate's degree and nine (9) years of related experience in compensation administration; or any equivalent combination of education and experience
- All degrees must be from a regionally accredited institution
- Knowledge of compensation principles and practices

- Knowledge of FLSA regulations
- Knowledge of classifying positions
- Knowledge of Microsoft Office, database programs, and office automation applications with the ability to develop spreadsheets and correspondence
- Skill in writing job descriptions

Link to apply:

https://hr.mdc.edu/psc/MYMDHPRD/CUSTOMER/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HR_S_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1000&JobOpeningId=1000237&PostingSeq=1