

Position Title: Senior Compensation Analyst  
Job Opening ID: 999802  
Salary: \$56,047 - \$70,059  
Location: Miami Dade College, Kendall Campus

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

The Senior Compensation Analyst is responsible for conducting job analyses, completing salary surveys, evaluating requests for new positions and recommending appropriate job title, salary range and FLSA exemption status. The position assists with the evaluation and administration of the College's compensation program and collaborates with the Compensation Manager to create detailed project plans outlining areas of improvement and the changing needs of the College.

**Duties & Responsibilities:**

- Conducts senior level job analysis and evaluation for exempt and non-exempt positions
- Develops and maintains job descriptions and job codes and conducts classification reviews to determine appropriate grade levels
- Evaluates position reclassifications and makes recommendations based on supported data
- Reviews salary increases, interim pay, supplemental pay or other types of pay to ensure accuracy, proper documentation and compliance
- Participates in special projects as assigned, including conducting research, analyzing data results and drafting summary reports/presentations
- Communicates with leadership, management and staff levels to solve problems, answer complex, non-routine questions and provide policy interpretation regarding position classification and the operation of the College's compensation policies and procedures
- Provides guidance to client departments on federal and state laws/guidelines.
- Conducts salary equity reviews using appropriate sources for data reliability and relevance
- Participates in salary surveys, both local and national to determine competitive nature of positions and salaries
- Partners with HRIS to develop and generate compensation reports used for audit tracking and ensure accuracy of compensation data used for reviews and reporting
- Reviews Human Resources Compensation web page and works with HRIS to ensure accuracy

**Minimum Requirements:**

- Master's degree and two (2) years of related experience in compensation administration; or Bachelor's degree from a regionally accredited institution and six (6) years of related compensation experience
- 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
- Possess excellent analytical skills in preparing comprehensive reports and interpreting data
- Ability to conduct salary surveys