

The University of Texas at San Antonio

Job Description

Job Title: Compensation Specialist
Code: 19523
Salary Grade: 58
FLSA Status: Non Exempt
Department/Division: Human Resources
Reports To: Director, Compensation & Employment

Summary

- Function: Provides a broad range of professional support for the Human Resources Compensation function specific to UTSA staff employees.

Duties

- Typical:
 1. Assists with job evaluation reviews in order to establish/validate relevant duties, exemption status, and appropriate salary grade.
 2. Prepares and finalizes job descriptions. Coordinate approval of new job descriptions or changes to existing descriptions with appropriate management personnel. Ensures all job description additions and changes are properly reflected in the online job description directory.
 3. Prepares and submits participant responses to approved compensation salary surveys.
 4. Responsible for initial review of position reclassification and salary increase requests. Market recommendations to Compensation Analysts or Supervisor regarding appropriate actions.
 5. Provide UTSA Compensation policy guidance to employees and management. Assists Compensation Analyst with annual salary structure updates and other major projects.
 6. Perform additional duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree in Human Resources from an accredited institution.

Other Requirements

Required	Preferred
Effective judgment, tact, diplomacy, and discretion required in all matters. Excellent verbal and written communication skills	Experience with formal Compensation salary survey completion and submission.
Must be able to maintain strict confidentiality.	Experience market pricing jobs.
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of professional Human Resources work experience.	Work experience specific to HR Compensation.

Equipment

Required	Preferred
Knowledge of personal computers, Microsoft office software to include Word, PowerPoint, and Outlook; and standard office equipment.	Advanced Excel skills
Intermediate Excel skills, including experience with Pivot tables.	

Working Conditions

Usual	Special
Standard office conditions.	N/A

Supervision

Received	Given
General Supervision from immediate General supervision of assigned staff.	N/A

Accuracy

Extreme proficiency in all duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.