

Job Family Matrix

Job Function: Human Resources		Job Family: HR Compensation - Professional	
Job Family Summary: Support university wide Human Resources departments by providing a wide range of compensation related consulting, analysis, and administration.			
Job Title: HR Compensation Analyst II		Job Title: HR Compensation Analyst III	
Job Code: H0256P		Job Code: H0257P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: December 2017		Effective/Revision Date: December 2017	
Job Summary		Job Summary	
Independently perform a broad range of staff compensation services, guidance and advice for assigned school or unit(s) and/or Senior HR.		Independently provide a broad range of support to schools and units on all levels of staff compensation issues. Participate in the development of project plans and work with teams of HR professionals on cross university compensation initiatives.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Compile metrics and employee information directly related to the research, analysis, and administration of the University's compensation programs • Develop reports and analysis and pay modeling of compensation data in support of client service, ongoing and new projects • Participate in providing information needed to inform high level decision making • Assist with market and equity reviews, and compensation program administration • Conduct market studies and perform in-depth analysis to develop base pay and variable pay programs for target populations • Ensure accuracy of data within the market pricing tool and maintain vendor relations • Partner with HRIS on compensation related reporting via HR database tools • Provide ad hoc analysis for all members of the department and other related duties as required • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 		<ul style="list-style-type: none"> • Support the compensation team in designing, developing, implementing, and evaluating compensation programs to support HHR strategies and business objectives; assist schools and units in the development of compensation strategies, programs and other initiatives to ensure competitive position and internal equity • Provide consultative support and training on FLSA; maintain accurate records of FLSA requests and reviews • Support the survey submission process by providing input and direction related to job function matching within areas of responsibility • Conduct market analyses in support of school and unit requests and/or related to cross university job function studies using external market data and internal comparative data • Participate in department projects in support of ongoing and ad-hoc services to schools and units • Develop drafts of training sessions for HR staff across HU in the area of compensation administration and related policies and practices • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	
		<ul style="list-style-type: none"> • Participate in the design, development, implementation and evaluation of compensation programs to support HHR strategies and business objectives • Assist schools and units in the development of compensation strategies, programs and other initiatives to ensure competitive position and internal equity • Provide consultative and expert advice and training in the administration of the University's compensation programs including FLSA reviews • Support the survey submission process by providing input and direction related to job function matching within areas of responsibility • Conduct market analyses in support of school and unit requests and/or related to cross university job function studies using external market data and internal comparative data; make recommendations for level and pay adjustments to ensure external competitiveness and internal equity • Participate in and/or lead department projects in support of ongoing and ad-hoc services to schools and units • Develop and deliver training sessions for HR staff across the University in the area of compensation administration and related policies and practices • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, working knowledge of Excel • PeopleSoft experience preferred • Working knowledge of FLSA including Massachusetts state and federal wage and hour regulations 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • PeopleSoft experience preferred • Strong working knowledge of FLSA including a thorough understanding and experience in applying Massachusetts state and federal wage and hour regulations 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • PeopleSoft experience preferred • Strong working knowledge of FLSA including a thorough understanding and experience in applying Massachusetts state and federal wage and hour regulations
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
	<ul style="list-style-type: none"> • CCP preferred 	<ul style="list-style-type: none"> • CCP preferred
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources	Job Family: HR Compensation - Professional
Job Family Summary: Support university wide Human Resources departments by providing a wide range of compensation related consulting, analysis, and administration.	
Job Title: HR Compensation Analyst V	
Job Code: H0259P	
Grade Level: 59	Exemption: Exempt
Effective/Revision Date: December 2017	
Job Summary	
Provide consultation to business partners and/or senior HR leadership regarding staff and executive compensation policies, programs, and practices.	
Core Duties	
<ul style="list-style-type: none"> • Conduct market studies and perform in-depth analysis to develop base pay and variable pay programs • Design market survey instruments in collaboration with consultants and survey vendors to better meet the needs of the Harvard University community • Collaborate with third party consulting and legal firms to validate and ensure competitive and compliant executive compensation programs • Assess compensation community needs; design and implement compensation communication strategy in collaboration with other HR service providers • Provide University wide compensation processes, updates, and services including salary ranges, structure movement, and merit budget proposal • Provide project management for short and long term projects • Facilitate and chair University wide compensation committees • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	

Job Family Matrix

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience

Additional Qualifications and Skills

- Master's degree in relevant field
- Advanced Knowledge of Microsoft Office Suite; advanced Excel skills
- PeopleSoft experience preferred
- Strong working knowledge of FLSA including a thorough understanding and experience in applying Massachusetts state and federal wage and hour regulations

Certificates and Licenses

- CCP strongly preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources	Job Family: HR Compensation - Management
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Job Family Summary: Support university wide Human Resources departments by providing a wide range of compensation related consulting, analysis, and administration.

Job Title: HR Compensation Mgt VI

Job Code: H0260M

Grade Level: 60 **Exemption:** Exempt

Effective/Revision Date: December 2017

Job Summary

Provide high level consultation and analysis to business partners regarding HU's compensation policies, programs, and practices, including executive and international compensation issues.

Core Duties

- Provide high level compensation consultation to business partners and key stakeholders; identify and solve compensation related business issues, including international compensation issues
- Provide high level research, analysis, advice, and recommendations concerning University wide executive level compensation issues
- Manage executive survey vendors, third party consulting agreements and communications, and collection and audit of data
- Ensure executive compensation programs and practices remain in compliance with regulatory Federal and state requirements
- Provide University wide compensation processes, updates, and services including salary ranges, structure movement, and merit budget proposal
- Assess compensation needs, design and deliver training to the HR Community
- Anticipate compensation needs and develop programs and/or committees to address needs across the University
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Job Family Matrix

Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum 10 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- Advanced knowledge of Microsoft Office Suite; advanced Excel skills
- Advanced knowledge of compensation policies and practices

Certificates and Licenses

- CCP strongly preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting