

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. The University is a member of the prestigious Association of American Universities and co-manager of nearby Brookhaven National Laboratory, a multidisciplinary research laboratory supporting world class scientific programs utilizing state-of-the-art facilities. Stony Brook University Medical Center is Suffolk County's only academic medical center and tertiary care provider. Many opportunities exist for collaborative research, and in some cases, joint appointments with BNL or with Medical School departments.

Descriptive Title: Compensation Analyst (2
Temporary Positions, 1 F/T, 1 P/T)

Budget Title: Personnel Associate

Department: Human Resource Services,
Classification and Compensation

Grade: M/C

REF#: WC-S-7113-12-01-S

State Professional Position

State Line#: 30931, 31270

Campus: Stony Brook West Campus/HSC

Salary: Commensurate with experience

Required Qualifications: Bachelor's Degree, preferably in Human Resource Management, Business Administration or related field. In lieu of degree, four years of directly related full time, progressively responsible human resources experience, preferably in classification and compensation, or a combination of higher education and experience totaling four years may be considered. Two years of full-time experience in classification and compensation or salary administration. Strong analytical skills. Computer proficient including Microsoft Word, PowerPoint, and advanced level Excel. Strong customer service skills.

Preferred Qualifications: Master's Degree in Human Resource Management, Business Administration or related field. Three or more years of compensation experience. Computer proficiency in Microsoft Access. Previous experience within higher education/public sector. Previous experience working in unionized environments and with diverse populations. Knowledge of HRIS and reporting tools. Strong background in Human Resources employment and/or discrimination laws. PHR/SPHR, CCP.

Brief Description of Duties: Compensation Analysts must have excellent interpersonal/communication skills and be able to interact with a diverse population at all levels/areas. The incumbent will conduct classification and compensation analyses and assist in related compensation activities for State and Research Foundation (RF) funded positions on West Campus, and for Health Sciences Center/School of Medicine (HSC/SOM). The incumbent will consult and conduct outreach and training to department areas and management. He/she will participate in the development of special studies, salary surveys, salary plans and trend analyses.

Position/Salary Analysis:

- Administer Stony Brook compensation programs (for West Campus, HSC/SOM). Evaluate and analyze salary data, as well as determine pay grades.
- Review position descriptions for appropriate classification, compliance, and organizational soundness. Research, analyze and recommend appropriate compensation levels for positions and related salary review requests.

Consultation/Outreach/Customer Service:

- Provide guidance to Department administrators, supervisors, and managers on classification and compensation trends and related issues, application of University, bargaining unit, Civil Service policies, practices and procedures, and new initiatives.
- Work with department administrators to recommend solutions/alternatives to changing needs and growing demands. Conduct needs analyses, assist in the development of and present compensation related workshops. Consult with Recruitment area to ensure job announcements and postings are in compliance with University practices and SUNY/RF guidelines.

Data/Line Management/Maintenance:

- Maintain unit records and electronic data files.
- Assist in assigning line/budget allocations for related positions.

Salary Surveys:

- Assist with and, as needed, conduct compensation surveys.
- Collect, analyze, and manage data/information from various sources.

Other duties and special projects as assigned.

Special Notes: These are Management Confidential, temporary (one year) appointments. One position is at full time (1.0 FTE) status and one is at part time (.50 FTE - .75 FTE) status. Full time position is at 37.5 hours per week, Monday through Friday. Part time position ranges from 18.75-28 hours per week, days and hours vary. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously.

The selected candidate must successfully clear a background investigation.

Application Procedure: Those interested in this position should submit a [State employment application](#), cover letter and resume to:

Search Chair
Compensation Analyst (7113) Search
Human Resource Services, Classification and Compensation
390 Administration Building
Stony Brook University
Stony Brook, NY 11794-0751

Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on 01/27/2012, unless specifically noted otherwise in the Special Notes Section.

STONY BROOK UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR.

IF YOU NEED A DISABILITY-RELATED ACCOMMODATION, PLEASE CALL THE UNIVERSITY HUMAN RESOURCE SERVICES DEPARTMENT AT (631) 632-6161 OR THE UNIVERSITY HOSPITAL HUMAN RESOURCES DEPARTMENT AT (631) 444-4700.

IN ACCORDANCE WITH THE TITLE II CRIME AWARENESS AND SECURITY ACT, A COPY OF OUR CRIME STATISTICS IS AVAILABLE UPON REQUEST BY CALLING (631) 632-7786. IT CAN ALSO BE VIEWED ON-LINE AT THE UNIVERSITY POLICE WEBSITE AT <http://www.stonybrook.edu/police>

Job Category: B) Administrative and Professional Positions (excluding teaching and patient/clinical care).

Posting Date: 01/15/2012

Additional Categories: