



Senior Compensation Analyst

Summary: Working with the Compensation team, is responsible for analyzing, proposing, implementing, and maintaining competitive, cost effective, and legally compliant compensation programs that are consistent with the hospital's needs, goals, and mission.

- Acts as a strategic partner to department heads in relation to compensation services. Advises on the proper classification of positions, interpretation of job classifications, and the application of compensation policies and procedures. Recommends corresponding compensation levels and salary ranges.
- Works to implement, adjust, maintain, and enhance the institution's salary structure/program. Assists in developing job evaluation and design plans that reflect internal and external market considerations. Interfaces with recruitment and management to understand and manage market issues with respect to hiring and retaining employees.
- Works as lead for Annual Salary increases in all areas. Ensures that annual salary increases are processed accurately and timely. Obtains approvals and prepares and sends out communications and verification reports for the increases in advance of the pay date.
- Prepares and accurately responds to salary surveys, ensures appropriate job matches, and thorough completion of questionnaires. Provides analysis and recommendations based on survey results. Researches, recommends, and participates in new surveys based on the data results and cost effectiveness.
- Ensures that job descriptions are accurately documented, current, thoroughly reflect the salient points of the job, and effectively differentiate each job. Provides advice and counsel in writing job descriptions and standards of performance for all new/reclassified positions. Maintains the job description database for completeness/accuracy.
- Assists the Manager in analyzing and determining the needs of the section. Assists with Compensation related compliance and risk analyses/audits pertaining to state/federal laws and regulations. Documents findings and recommends solutions.
- Serves as a mentor to other staff and provides coaching and guidance to other members of the section. Assists with orientation of new staff members. May supervise lower level analysts and/or clerical personnel. Provides partial coverage, assistance, and support to all members of the section.
- Performs other duties as assigned.

Education: Bachelor's degree in Business Administration, Human Resources, or related field required.

Professional Certifications: Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred. Certified Compensation Professional (CCP) certification preferred.

Experience: 6-8 years of Compensation required. 6-8 years Compensation in a health care, academic, or research setting preferred. 1-2 years Prior use of or responsibility for a HRIS/HR database system required.

Skills: Strong communication (both oral and written), analytical, organizational, detail orientation, customer service, and interpersonal skills required. Intermediate computer skills including Microsoft Office, especially Word, and Outlook required. Advanced Excel and/or Access skills required.

Easy Commute: NYU Winthrop Hospital is conveniently located on Long Island in Western Nassau County just 30 minutes from Manhattan and one block from the Mineola LIRR train station.

We offer an excellent compensation & benefit package. **Apply online at [NYUWinthrop.org/careers](https://www.nyuwinthrop.org/careers)**

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