



Required Qualifications (as evidenced by an attached resume):

Bachelor's Degree (foreign equivalent or higher). Two (2) years of full-time experience in compensation, salary administration or a closely related field. Computer proficient including advanced level Excel skills. Experience conducting research, analyzing data, and providing recommendations in a concise format for varied audiences.

Preferred Qualifications:

Bachelor's Degree (foreign equivalent or higher) in Human Resource Management, Business Administration or related field. SHRM- CP/SCP, PHR/SPHR, and/or CCP certification. Three (3) or more years of compensation experience. Experience utilizing an Applicant Tracking System. Previous experience within higher education/public sector. Previous experience working in unionized environments, and with diverse populations. Knowledge of HRIS and reporting tools. Previous experience conducting HR related workshops. Prior experience interpreting employment/HR related laws, policies, practices, and procedures.

Brief Description of Duties:

The Compensation Analyst will conduct classification and compensation analyses and assist in related compensation activities for State and Research Foundation funded positions/incumbents on West Campus, the Health Sciences Center (HSC) and the School of Medicine (SOM.) The selected candidate will possess excellent communication skills, strong analytical skills, as well as problem-solving and negotiation skills. Additionally, they will possess the skills to effectively communicate and build rapport at all levels of the University, with a proven track record of writing, editing, and improving job descriptions. The incumbent must be comfortable working independently, as well as part of a team-based environment. The incumbent must be able to interact with a diverse population at all levels/areas.

Position/Salary Analysis:

- Responsible for administering Stony Brook compensation programs (for West Campus, HSC/SOM). The incumbent will evaluate and analyze salary data, as well as determine pay grades. The incumbent will conduct job description evaluations.
- The incumbent will review position descriptions for appropriate classification, compliance, and organizational soundness. Researches, analyzes and recommends appropriate compensation levels for positions and related salary review requests.
- The incumbent will review compensation related activities such as requests for independent contractor status, actual wage analyses, extra service, increase in job duties, reclassifications and promotional requests, all in accordance with contractual obligations and University guidelines. Understands and makes FLSA

exemption determinations based upon Department of Labor Guidelines, job descriptions, and relevant job data. Ensures that the University remains in compliance with IRS and Department of Labor (DOL) rules and guidelines. Interprets related employment laws, regulations, guidelines, and Stony Brook procedures, as needed. Works closely with Budget Office and Procurement Department to ensure that the University guidelines are followed and requirements are met.

Consultation/Outreach:

- Provides guidance to VP's, Vice President Coordinators, and department administrators on classification and compensation trends and related issues, application of University, bargaining unit, Civil Service policies, practices and procedures, and new initiatives.
- Incumbent works with department administrators to recommend solutions/alternatives to changing needs and growing demands. Conducts needs analyses, assists in the development of and presents compensation related workshops.

Data/Line Management/Maintenance:

- Maintains records and electronic data files. Assigns line/budget allocations for related positions.

Salary Surveys:

- As needed, conducts compensation surveys. Collects, analyzes and manages data/information from various sources.
- Other duties and special projects as assigned.

Special Notes:

This is a Management Confidential position. This is a full time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at stonybrook.edu/tobaccofree.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

About Stony Brook:

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. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Jackson Pollock House in East Hampton, New York, the Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We encourage protected veterans, individuals with disabilities, women and minorities to apply.

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- 6350. It can also be viewed on line at the University Police website at <http://www.stonybrook.edu/police>.

Official Job Title: Personnel Associate

Job Field

: Administrative & Professional (non-Clinical)

Primary Location

: US-NY-Stony Brook

Department/Hiring Area: Human Resource Services-Stony Brook University

Schedule

: Full-time Day Shift 8:30 a.m. - 5:00 p.m. **Pass Days:** Sat, Sun

Posting Start Date

: Jan 4, 2019

Posting End Date

: Jan 18, 2019, 11:59:00 PM

Salary: Commensurate with experience within the range of \$65,000 - \$72,500.

Salary Grade: MP5

Appointment Type:Regular