



## Job Description

**Job Title: Analyst - Compensation**

**JTC: CCO**

**Salary Range: N06**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for providing guidance, preparing and analyzing data to support management in the decision-making process.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A self-starter with the demonstrated ability to take initiative, proactively identify issues/opportunities and recommend actions. Provides analytical support and data analysis on projects and metrics. Participates in or conducts surveys to collect and analyze data to determine the district's competitive position.

Able to adapt to new technologies, be flexible when situations change and work in an ambiguous environment. Demonstrated ability to research and analyze data, interpret and document results and make recommendations. Demonstrated ability to generate reports utilizing a HRIS system.

Effectively transmits instructions and information through clear, concise written and verbal communication. Exercises patience and understanding when dealing with others. Demonstrates the ability to follow through with commitments. Able to work with diverse academic, cultural and ethnic backgrounds of the community college district.

Makes decisions that are based on thorough analysis and uses sound judgment. Maintains data integrity through attention to detail; able to prioritize and meet aggressive deadlines.

Utilizes effective listening and interpretative skills to identify needs and requirements and develop successful solutions. Promotes positive customer relations by actively clarifying and communicating expectations and objectives, interpreting policies and procedures and applying them fairly. Must have excellent customer service skills.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties

and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus 3 (three) years of related experience. Official transcripts required.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to serve as a subject matter expert on compensation plans, implementation and execution; partners with the business units to create job descriptions that meet business needs and attract qualified candidates. Conducts and participates in surveys of public and private employment entities to analyze wages, pay practices and other forms of compensation. Generates reports as requested using data from HRIS system downloads. Assists in the generation and analysis of compression analyses, market adjustment reports, exemption status reports, or other compensation related analyses.

Able to work independently and follow instructions. Ability to analyze job profiles in order to modify/create job descriptions and market price positions correctly based on core competencies, job responsibilities, activities, duties and requirements. Possesses strong analytical skills with the ability to not only understand data but to effectively translate data and information effectively.

Provides leadership, advice and guidance to clients regarding compensation related issues. Works in collaboration with management team when reviewing job requests for analysis, i.e., new job descriptions or changes to existing job description, and communicate findings effectively. Able to build rapport with employees and managers when conducting desk audits or job reviews. Has excellent interpersonal, teamwork, analytical, time management and project management skills.

Experienced in prioritizing tasks and meetings deadlines with flexibility to respond to changing needs. Understands the importance of confidentiality and exercises professional judgment in working with confidential information. Must be familiar with compensation guidelines as well as federal and state laws, rules and regulations and the Fair Labor Standards Act (FLSA). Ability to determine FLSA status of new positions and audit existing positions for compliance. Ensures that compensation data and job descriptions are posted to web in a timely manner.

Demonstrated ability to generate reports utilizing a HRIS system. Able to effectively communicate both in writing and verbally; handle sensitive and confidential matters and situations; understand and follow broad and complex instructions; work with diverse populations, both internally and externally.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to*



*perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*