

Position Description
COMPENSATION CONSULTANT

Reports To: Director of Compensation

Position Summary

With general direction the Compensation Consultant partners with UPHS Chief Human Resources Officers, HR Operations, Recruiters and Health System operational leadership to implement and administer assigned aspects of UPHS compensation programs in accordance with UPHS policies and practices. This role manages all aspects of assigned compensation programs including assisting the Director of Compensation with review and design of compensation programs, determining market competitiveness, monitoring government regulations and administering the compensation aspects of Lawson. Handles complex issues and problems, and refers only the most complex issues to the Director of Compensation.

Essential Job Duties

- Implements and administers compensation programs at assigned entities. Primary compensation contact for HR and operational leadership at assigned entities. Effectively communicates with those requesting compensation services, explains relevant UPHS policies and practices, and applicable regulatory guidelines. Incumbents are on-site at UPHS during assigned schedules in order to actively engage with HR colleagues and hospital/practice management.
- Assists the Director of Compensation with the review and design of compensation programs for assigned entities and UPHS.
- Analyzes all relevant information on exempt and non-exempt positions including job descriptions, market data, job evaluations, eligibility for participation in various compensation programs and organizational charts. Recommends the appropriate job classification and level of compensation.
- Delivers salary offers in a timely manner that are consistent with UPHS policies and practices, balance internal and external equity and are compliant with Federal Wage and Hour Laws, The Equal Pay Act, and other regulatory guidelines.
- Processes wage and salary changes resulting from promotions, other job changes, market adjustments, and payments associated shift differentials and other compensation programs. Reviews requested personnel actions for compliance with UPHS policies and practices.
- Other duties as assigned.

Minimum Requirements

Minimum Degree Requirements and Experience Required:

- Bachelor's degree required. Prefer a program of study that emphasized quantitative analysis, data management or business.
- Minimum of seven years of experience in a compensation role
- World-at-Work Certified Compensation Professional (CCP) designation preferred.

Skill Requirements:

- A superior knowledge of Microsoft Excel required; in addition, Access knowledge preferred
- A solid understanding of regulatory guidelines regarding pay is required
- Knowledge of job evaluation and job analysis strategies required
- Demonstrated proficiency to manage complex data sets required
- Ability to discuss compensation concepts in a clear and concise manner to a broad and varied audience required
- Strong critical thinking, analytic and problem-solving skills required
- Must be very well organized and attentive to details
- Must have ability to work independently and effectively while remaining aligned with a team
- Ability to work in a highly matrixed structure and have the professional presence to make recommendations to senior leadership

For more information: Job ID 65732 at <http://www.pennmedicine.org/careers/>