

UW HEALTH JOB DESCRIPTION

Compensation Specialist

Job Code: 350013	FLSA Status: Non- Exempt	Mgt. Approval: K. Sawyer	Date: March 2023
Department: HR - Compensation		HR Approval: S. Whitlock	Date: March 2023

JOB SUMMARY

The Compensation Specialist is responsible for assisting with the development and administration of compensation for UW Health that are consistent with the mission, vision, values of the organization. This position is an integral member of the compensation team, and is primarily responsible for participation in compensation surveys, conducting market reviews, administration of ongoing and routine compensation adjustments, bonus programs, and audits.

MAJOR RESPONSIBILITIES

- Participate in compensation surveys by identifying appropriate job matches and calculating compensation data. Coordinates with survey vendor as necessary to meet required deadlines.
- Obtain final results from compensation surveys and communicate to team regarding results.
- Track compensation survey submission and receipt. Monitor survey budget to ensure invoices are paid in a timely manner and that the department is within budget.
- Conduct market reviews by analyzing data received from external market surveys to evaluate UW Health's pay position and assists with plans for pay structure changes.
- Perform routine audits of employee, position and job information in employee database and correct as appropriate to ensure the integrity of the information.
- Administer bonus programs which may include interim assignments, sign on, retention, certification, and incentives. Ensure proper approval, communication, and implementation of payments.
- Administer general compensation adjustments. Insures timeliness and accuracy of data and communication.
- Work with payroll, HR Business Partner, Employee Relations, HRIS and Information Systems to implement, process and communicate pay changes. Audits process to ensure accuracy.
- Provide data and analysis as requested by manager, compensation analysts and/or Director.
- Run reports from the human resource information systems.
- Conduct research to support changes to existing programs or implement new programs based on industry best practice.
- Prepare reports, data tabulations, charts, graphs, memorandum and correspondence pertaining to compensation matters including the costing of proposals.
- Provide cross coverage for Benefit Specialist.
- Perform other project related work as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Human Resources Management or related field. Equivalent experience will be considered in lieu of.
	Preferred	
Work Experience	Minimum	
	Preferred	Experience working with compensation programs.
Licenses & Certifications	Minimum	
	Preferred	PHR or SHRM-CP
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Must be detail orientated with strong organizational skills. • Must possess knowledge of and ability to use computer software to include: Microsoft Office suite (or comparable software); knowledge of PeopleSoft desirable. • Moderate to Advanced spreadsheet skills • Ability to work with numerical calculations and organize data in a meaningful way • Knowledge of and ability to apply basic statistical interpretation to compensation analysis. • Ability to logically organize details • General knowledge of the principles and practices of human resource management. • Effective communication skills • Excellent customer service skills and ability to work with a diverse group of people.

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	<ul style="list-style-type: none"> • Ability to work effectively independently and in a team environment. • Ability to react to frequent changes in duties and volume of work • Comfortable accepting responsibility for small to medium projects involving multiple resources and spanning many months from start to finish • Ability to manage multiple concurrent activities
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#

List any other physical requirements or bona fide occupational qualifications:

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.