

## UW HEALTH JOB DESCRIPTION

### Senior Compensation Consultant

Job Code: 350092	FLSA Status: Exempt	Mgt. Approval: K. Sawyer	Date: March 2023
Department: HR - Compensation		HR Approval: S. Whitlock	Date: March 2023

### JOB SUMMARY

The Senior Compensation Consultant will serve in an informal leadership capacity in the UW Health compensation team. The Senior Compensation Consultant will be responsible for training and mentoring compensation team members, leading large scale, complex project teams, coordinating and assigning workload of team members. The Senior Compensation Consultant is responsible for documenting process changes and leading process improvement initiatives.

In addition to the incumbent's leadership responsibilities, the Senior Compensation Consultant is responsible for assisting with the development, implementation, and administration of UW Health's compensation programs in relation to the Total Reward model at UW Health. The consultant develops plan materials, leads projects, and monitors market trends to ensure program effectiveness. The role designs and executes solutions based on business goals and strategy and administers system-wide compensation programs. Identifies and implements opportunities for plan improvements to compensation programs based on market analysis to ensure external competitiveness.

The consultant provides guidance and direction to physicians, leaders, employees, and human resource staff and requires collaboration with HR Business Partners in response to client group requests ensuring strategic goals are met. In addition, the consultant works with Payroll, Employee Relations, Recruitment, Service Center, HRIS, Information Systems and Finance to implement and communicate various compensation data and changes along with answering general and complex questions.

### MAJOR RESPONSIBILITIES

The Senior Compensation Consultant is responsible for all aspects of the following responsibilities as well as guiding other employees who may be performing these duties. Senior level projects are defined by a substantial level of scope and complexity and incumbents typically simultaneously lead multiple projects to completion.

#### Client Group Support

- Responsible for ensuring position descriptions are appropriately reviewed and up to date.
- Performs job evaluations and market analysis based on assigned client group; analyzes data received from external market surveys to evaluate UW Health's pay position and makes recommendations.
- May assist with performing audits of employee, position and job information in Oracle and makes corrections as appropriate.
- Ensures compensation programs and policies are in accordance with state and federal law.
- Works with client organizations as assigned to ensure proper administration of compensation practices and policies and to address issues within client organization.
- Works with payroll, HR Business Partner, Employee Relations, HRIS and Information Systems to implement process and communicate pay changes. Audits processes to ensure accuracy.
- Assist recruitment team with verifying relevant experience and determining appropriate salary offers.
- Prepares reports, data tabulations, charts, graphs, memorandum and correspondence pertaining to classification and compensation matters including the costing of proposals.
- Interprets compensation related policies and advises managers, supervisors and employees regarding compensation related policy administration issues.
- Researches and participates in recommendations regarding compensation trends in the Healthcare industry for appropriateness of application to UW Health including the review of alternative compensation programs such as incentive based pay.
- Conducts surveys and studies as required to address specific pay plan issues based on turnover analysis, other relevant factors or management request.

#### Project Management

- Serve as lead Consultant on medium to large scale projects as designated by management, manage projects directly related to compensation programs and/or participate as a team member on other large projects as designated.

#### Leadership

- Participate in interviews, selection, orientation, and training of new employees.

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- Serve as a mentor to other Compensation Consultants and Specialists.
- Function as a resource for staff on department policies and procedures.
- Serve as back up for leader when necessary for Compensation team.
- Work with leader to achieve strategic plans, goals, and objectives of the organization and department
- Assist in evaluating and making recommendations on appropriate staffing levels based on workflow, projects, and objectives

**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	Five (5) years' experience with analytical processes within Human Resources with knowledge of Compensation programs
	Preferred	Seven (7) years of experience in compensation administration that includes experience in administering and participating in implementing compensation programs, developing plan materials, and identifying/implementing opportunities to improve compensation plans and related costs
Licenses & Certifications	Minimum	None
	Preferred	Certified Compensation Professional (CCP), Professional Human Resource Certificate (PHR), or Senior Professional Human Resource Certificate (SPHR)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Must be detail oriented with strong organizational skills</li> <li>• Must possess knowledge of and ability to use computer software including Microsoft Office suite and HRIS systems</li> <li>• Exceptional spreadsheet skills</li> <li>• Demonstrated ability to turn large volume of data into meaningful information</li> <li>• Ability work independently and in a team environment</li> <li>• Demonstrated ability to develop accurate and clear communications that appropriately communicates programs and projects throughout the organization including physicians, executives, other leadership and staff</li> <li>• Demonstrated knowledge and understanding of laws and regulations that impact compensation and benefits such as ERISA, COBRA, ACA, IRS and DOL requirements, FLSA, Wage and Hour.</li> </ul>

### 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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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
<b>x</b>	<b>Sedentary:</b> 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	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>

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	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.			
	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.