Total Rewards Analyst (Compensation Analyst)
Austin Community College

Job Title	Total Rewards Analyst (Compensation Analyst)
Department	Staff
Institution	Austin Community College
	Austin, Texas
Date Posted	May 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
	Administration - Human Resources
Apply Online Here	https://apptrkr.com/6212630
Apply By Email	
Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -AR 4.0300.01

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If you are a current Austin Community College employee, please click this link to apply through your Workday account.

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Total Rewards Analyst (Compensation Analyst)

Job Description Summary:
The Total Rewards Analyst is a key member of the Total Rewards Team at Austin Community College (ACC), responsible for providing expert guidance primarily on compensation-related matters. This role conducts thorough analysis of compensation issues, including escalated compensation matters, position reclassification requests, equity reviews desk audits, and workforce analysis, while ensuring alignment with industry standards and ACC's compensation objectives.

Job Description:

Description of Duties and Tasks

- Provide advice and counsel to management on a range of compensation issues, analyzing problems and recommending solutions. Respond to internal and external requests for information regarding Austin Community College (ACC) compensation practices.

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- Perform salary equity reviews for current employees.
- Conduct interviews and desk audits with employees and managers to gather job, organizational and occupational information, including duties, responsibilities, and skills required by each role.
- Benchmark jobs against salary and market data to determine salary placement/slotting for current and new positions. Draft job descriptions and provide recommendations to managers regarding salary placement, FLSA status, and other matters.
- Monitor and oversee Position Control for assigned areas.
- Research and analyze assigned compensation issues, providing recommendations to meet organizational compensation objectives.
- Participate in various compensation surveys as assigned.
- Assist with classification and compensation market studies.
- Support the annual salary roll process, including adjustments to salary scales, market adjustments, position reclassifications, annual increase salary changes.
- Develop ad hoc surveys as needed.
- Monitor compensation trends and recommend changes to compensation methodologies and practices that may benefit the college. Participate in the development of compensation policies and procedures.
- Present written and oral reports to management and assist with training on compensation topics and procedures.
- Participate in testing system changes related to compensation.
- Assist with analysis of total rewards program eligibility for all employees.

Knowledge

- Familiarity with total rewards programs and payroll processes.
- Federal and state wage and salary laws, including overtime and compensatory time.
- Comprehensive compensation and classification methodologies and strategies.
- Market compensation methodologies and best practices.
- General human resources practices and principles.

Skills

- Ability to research, analyze, interpret, and document data to make informed recommendations.
- Strong consultative communication style, with excellent interpersonal skills, tact, and diplomacy.
- Excellent organization and planning skills with attention to detail and follow-through.
- Ability to present compensation information clearly to employees and management.
- High degree of confidentiality and accuracy in handling work related materials.
- Ability to establish and maintain effective working relationships.

- Strong time management and prioritization skills to meet deadlines and adapt to changing needs.
- Maintaining an established work schedule.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Advanced use of Excel related to compensation, including the ability to manipulate formulas, vlookups, pivot tables, and conduct analysis.

Required Work Experience

- Two years related work experience.

Preferred Work Experience

- Experience working with Total Rewards programs in higher education or public sector organizations, including knowledge of compliance requirements.

Required Education

- Bachelor's degree

A high school diploma or equivalent and four years of related work experience or an Associate degree and two years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position.

Preferred Education

- Bachelor's degree in Human Resources, Business Administration, or a related field is preferred.

Special Requirements

- Reliable transportation is needed for local Austin area travel.
- Peak periods may require some work to be performed evenings and weekends.

Other Preferred Qualifications

- CCP, SHRM-CP, or SHRM-SCP certification.

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Physical Requirements

- Working is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

Work safety and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range
$62,536 - $78,170

Number of Openings:
1

Job Posting Close Date:
May 20, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Analyst--Total-Rewards_R-7337

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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