



## EMPLOYMENT OPPORTUNITY: Compensation Analyst



**SUMMARY:** City of Wylie (pop, 44,000) seeks an experienced Compensation Analyst for our award-winning city. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 and 2014 by the Dallas Business Journal as one of the top “Best Places to Work” in D/FW and received the #19 out of 100 ranking for “Best Places to Work” by the Dallas Morning News in November 2011.

**SALARY:** \$21.24 per hour, non-exempt  
**FULL-TIME:** Yes

### **JOB SUMMARY:**

As one of a three person HR team, this experienced professional will be responsible for several areas of HR including, but not limited to: conducting and participating in external market studies for pay and benefits; evaluating positions for classification placement and trends; preparing internal equity and market analyses; and consulting on other compensation related issues as needed. In addition to compensation duties, this individual will participate in every aspect of HR such as special events, morale boosting activities, records management, volunteer coordination, coordinating the first phase of the hiring process (creating offer letters and the new hire paperwork) and administering the monthly step raises process for sworn public safety.

### **REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:**

Texas driver’s license, position requires travel between City of Wylie job sites. A minimum of three years of proven Compensation Analyst experience for a municipal or government environment. Ability to interact with all levels of staff. Superior mathematical, analytical, statistical and software skills. High school diploma or equivalent. College degree a plus, but not required.

**TO APPLY:** Please submit an application, comprehensive cover letter stating how your previous experience makes you an excellent candidate for this position and resume. Visit our website at [www.wylietexas.gov](http://www.wylietexas.gov) to print an application. Mail or hand deliver your application: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. You may email your application to: [jobs@wylietexas.gov](mailto:jobs@wylietexas.gov) If you have questions or would like additional information, please call 972-516-6048.

This description is not meant to be all-inclusive of tasks that may be required to be performed on an irregular basis; nor is it intended to be an exhaustive list of all duties and skills that may be required.