

## Compensation Analyst

### Position Role/Summary:

Conduct analyses of jobs, hourly wages, salaries, and incentives in order to evaluate internal equity, external competitiveness, and legal compliance of the organization's pay practices. Make recommendations regarding salary grades or market rates for specific jobs. Assist in the development of incentive programs and the administration of performance review or merit-rating programs. Review salary increases for compliance with organization policy and budget. Participate in and/or conduct wage surveys.

### Key Responsibilities:

- Carry out complex analysis assignments involving the development, installation, and administration of compensation.
- Study and analyze exempt/non-exempt jobs; assist managers with preparation of standardized job descriptions
- Provide guidance and training for managers and supervisors regarding effective and compliant salary administration and job analysis
- Evaluate job worth using standard job evaluation techniques; determine grades and pay ranges
- Assist in the development of incentive programs and the administration of performance review or merit-rating programs
- Maintain on-going efforts to ensure competitiveness, cost effectiveness, and equity of compensation programs
- Audit effectiveness of compensation programs on a regular basis
- Assist with budgeting of department's FTEs, capital, and/or operations expenses
- Assist with annual merit and incentive budget and quarterly budget accrual updates, as well as position control process and budget
- Conduct analysis assignments related to other HR analytics and metrics
- Maintain and update system data, policies, procedure manuals and training guides associated with effective salary administration

### Required Skills:

- Excellent knowledge of HR practices and principles, as well as labor and pay laws or regulations.
- Able to handle high level of confidentiality regarding employee information.
- Excellent planning, time management, communication, decision-making, presentation, organization, and interpersonal skills.

### Required Experience:

- 5+ years of experience compensation/salary administration required, 8+ years compensation/salary administration preferred.
- Bachelor's degree in Human Resources, Business, Accounting, Finance. Bachelor's degree in Human Resources; CCP certification; PHR/SPHR certification preferred.

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