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# Example of Analyst, Compensation Job Description

Our innovative and growing company is looking for an analyst, compensation. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for analyst, compensation

* Partner with payroll and Finance as needed – budget review, compensation audit
* Projects related to the administration of the company’s incentive plans and equity-based pay programs
* Research and market pricing projects to help develop pay recommendations and related policies
* Ensures accurate data flow through the various systems for EIP participants through monthly audits
* Assists with preparation of various communication materials throughout the year for EIP participants including off cycle grants, annual grants, salary planning increases, EIP bonuses
* Work with HR Business Partners and Recruiting staff on job evaluations, market pricing, and new job creation in HCM system (Workday)
* Serve as technical project lead for merit and bonus review process and provides support to HR as needed
* Assess and analyze programs, making recommendations to ensure effectiveness and execution in a timely manner
* Provide in-depth analysis on base and variable pay
* Participate in third party salary survey submission process

## Qualifications for analyst, compensation

* Strong work ethic, initiative, and follow-through
* 2+ years in Human Resources operations which includes either payroll, HRIS, or benefits
* Partners with businesses on executive, management and professional (equivalent to U.S. exempt) merit increases
* Researching market trends and pay levels, proactively collaborating with HR Business Partners, Talent Management and leadership as appropriate
* Conducting simple and complex data models
* Making recommendations regarding salary grades/bands or market rates for specific jobs