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# Example of Compensation Analyst, Senior Job Description

Our innovative and growing company is looking for a compensation analyst, senior. 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 compensation analyst, senior

* Manage base pay and incentive programs including annual pay planning process, short term incentive programs, and long term incentive programs
* Lead projects such as external survey participation and analysis, compensation integration for mergers and acquisitions, and executive compensation analysis
* Provide day to day consultation, guidance, and recommendations on job/classification reviews taking into account external market data, internal equity, appropriate FLSA classification, and alignment with Tempur Sealy compensation philosophy
* Support Executive Compensation activities related to equity administration, support for board and compensation committee materials, proxy
* Build collaborative partnerships internally and externally which enable innovative approaches and solutions for leveraging the value of the total rewards package
* Propose recommendations on global standards for the function in partnership with the HR leadership
* Develop and document procedures and training materials to aid in streamlining processes, educating HR and Managers, and ensuring compliance with regulatory requirements
* Manage requests for job evaluations/re-evaluations for new and existing positions
* Participate in compensation and rewards surveys
* Make recommendations on survey participation/purchase

## Qualifications for compensation analyst, senior

* Five (5) years of progressive experience administering compensation as a Compensation Analyst or similar role
* Demonstrated understanding of FLSA legislation and Wage and Hour
* Must have drive and desire to own programs, processes, consultancy
* Strong analytical skills, problem solving capabilities, project management experience
* Solid understanding of employment and wage regulations impacting compensation policies, practices, and procedures
* Proven strong work ethic, ability to make decisions, and work in a fast-paced environment under tight deadlines, without sacrificing quality of work product