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# Example of Compensation Analyst Job Description

Our company is growing rapidly and is looking for a compensation analyst. 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

* Strong MS Word and MS PowerPoint for plan documents and presentations
* Compile and analyze compensation survey data
* Support recruitment team and HR business partners with market job pricing and compensation related inquiries
* Respond to internal ad-hoc requests related to compensation
* Provide reporting and information delivery related to metrics and compensation data as requested
* Participates in compensation development/training activities
* Developing, administrating and enhancing innovative compensation tools, systems and reports
* Maintaining and preparing compensation-related data
* Distribute all incentive compensation reports and payments
* Conducts and responds to compensation surveys, analyzes data and creates reports

## Qualifications for compensation analyst

* Respect for highly sensitive and confidential data imperative
* Prior experience in a Human Resources or Recruitment/Talent Acquisition role within an interdisciplinary Human Resources Team is a plus
* 1 year PeopleSoft experience
* 1 year PeopleSoft Query Experience
* CCP designation or pursuing certification
* Gathers and analyzes benchmark data from various survey sources