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# Example of Compensation Analyst Job Description

Our company is growing rapidly and is looking for a compensation analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compensation analyst

* Conducts and participates in compensation surveys, analyzes data and creates reports
* Analyzes compensation survey data and assist in recommending salary range assignments for all salaried positions
* Assist with the appropriate analysis, interpretation, and communication of company compensation policies to establish a uniform understanding and application across all lines of business
* Assists in the development and administration of focused programs for management, key executives and officers intended to align total compensation with Company business objectives
* Assisting in the development of incentive programs and the administration of performance review or merit-rating programs
* Reviewing salary increases for compliance with organization policy and budget
* Participate in salary surveys and ensure survey timelines are met
* Support the annual salary and bonus planning cycle by providing data and documentation
* Coordinating the preparation of position descriptions and, if applicable, evaluating positions
* Evaluates job positions, determines FLSA classification, writes job descriptions, establishes pay ranges and compiles cost-of-living data

## Qualifications for compensation analyst

* Utilize MarketPay to manage survey library (updating surveys and matches for efficient pricing and survey participation)
* Must have a Bachelor’s degree in an analytical discipline
* Must have 1-3 years of experience in an analytical position
* Previous computer programming experience preferred but not required
* Assist in the administration and execution of current bonus and performance management programs
* Advanced Excel (Vlookups and VBA)