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# Example of Compensation & Benefits Analyst Job Description

Our company is looking for a compensation & benefits analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for compensation & benefits analyst

* Does complex survey analysis and interpretation of data to recommend salary structure changes
* Analyzes industry and demographic trends to recommend and deploy plan design changes
* Designs, develops and modifies employee benefit plans
* Consults with client groups on job placement issues for a reorganization
* Joins business unit teams to develop solutions to emerging business issues
* Performs payroll HR-related operation
* Provides compensation and benefits administration to employees
* Provides consultation to management related to TR issues
* Ensure plans meet current and future requirements of the Affordable Care Act regulations and legislation
* Recommend and implement benefit plan and process changes

## Qualifications for compensation & benefits analyst

* Bachelor’s degree in Human Resources, Business, Finance, Accounting or related field required, CIPD desirable
* Minimum of 5-7 years performing compensation analysis, making recommendations and setting up administering pay programs
* Bachelor's degree or equivalent experience in insurance or benefits
* BA or BS in a quantitative field with 3-5 years relevant experience
* Highest degree of professionalism, integrity, and confidentiality
* Undergraduate degree in Business, Human Resources Management, Finance, or closely related field or equivalent work experience in human resources