Example of Analyst, Compensation Job Description

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Our company is hiring 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

- The design and administration of our compensation programs
- Preparation of detailed analyses and materials for meetings with senior management and the Compensation Committee
- Preparation of submissions to compensation surveys
- Work with HR Operations team to ensure SAP system meets compensation needs and is updated to reflect changes to job catalog, pay incentive programs
- Monitor and maintain compensation-related data integrity via HCM platform
- Assist with Executive Compensation such as participant eligibility, reporting, and program communication
- Supporting the workforce planning and the Staffing Plan Processes as it relates to the compensation department
- Providing reporting and analysis supporting the Year End Compensation Process
- Facilitating and taking the lead in the Annual Compensation Survey Process
- Participate in the analysis, development, design, communication and implementation of broad-based compensation programs

Qualifications for analyst, compensation

- A Bachelor of Arts/Sciences Degree (4-year) in Human Resources, Business Administration or a related field

- HRIS experience (i.e., PeopleSoft, UltiPro, ADP) is a must
- Annual performance review support and salary planning process experience is a must
- Knowledge of federal and state laws that affect HR policies and procedures, including EEOC, FLSA, FMLA, ADA, and other regulatory and compliance laws