



Example of Total Rewards Analyst Job Description

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Our growing company is looking to fill the role of total rewards analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for total rewards analyst

- Research and troubleshoot escalations for benefits related inquiries
- Support design and administration of compensation, performance management and recognition programs
- Administer and configure performance management, merit and bonus process in Workday ensuring adherence to policy and accurate implementation of compensation changes
- Responsible for the day-to-day operation, administration and security of the SharePoint incentive site
- Partner with Incentive Compensation Finance and HR for development and maintenance of bonus codes
- Active management of the master job code and bonus report to include maintenance of position titles, aligned job codes, job profiles, grade level, incentive plans and exemption classification status
- Provides counsel to Management and HR Business Partners on a variety of compensation plans, programs and system
- Participates in market surveys and prepares compensation data submissions on behalf of JCI
- Manage the development of annual incentive letters and distribution to managers and employees
- Audit, analyze and improve upon current compensation practices

Qualifications for total rewards analyst

- Experience using a Human Resource Information System is desirable,

- Assume responsibility for successfully accomplishing work objectives on time while working in an independent manner
- Demonstrates use of judgement in ensuring thoroughness in completing work assignments
- Ability to deal with ambiguity by demonstrating a flexible and adaptable approach to tasks
- Strong analytical skill is critical
- Flexible and ability to work in a fast paced environment meet deadlines and juggle multiple projects at once