

JOB DESCRIPTION: COMPENSATION ANALYST

Summary:

Collects, analyzes, and prepares wage and salary data to facilitate compensation and management functions of organization.

Responsibilities:

- Work with Compensation Manager/Consultants on a variety of projects including program design, analysis, budgeting and implementation of new programs
- Research, gather and analyze data to find appropriate salary level and job titles for various positions
- Assist in the execution, administration and provide analytical support for a variety of compensation projects
- Evaluate proposed and existing jobs and classify them in accordance with levels of importance and responsibility to client
- Manage job documentation, job descriptions, databases and table related to job codes/job families
- Prepare statistical analysis, data modeling, incentive pay programs and costing of base
- Prepare supporting data for the review of annual salary budget
- Works with various databases or other analytic tools
- Prepares reports and analyses
- Studies current organizational wage and salary data, and compiles reports, organization and flowcharts, and other information
- Collects and analyzes occupational data, such as physical, mental, and training requirements of jobs and workers and develops written summaries, such as job descriptions, job specifications, and lines of career movement
- Reviews wage and salary adjustments for conformance to policy

Skills:

- 1-3 years' experience preferred but not required in the analysis, design, and/or administration of compensation programs.
- Strong analytical, problem solving, communication, inter-personal, time-management and presentation skills.
- Proficient in Excel.
- Familiar with laws and regulations associated with affirmative action, fair labor standards, veterans' preference and salaries as well.

Communication

- Communicate effectively with vendors, clients and other related professionals.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.

- Resolves and/or involves appropriate parties in addressing issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

Interpersonal & Team Working Skills

- Actively listen and demonstrate your understanding of co-workers point of view
- Create an environment that encourages others to work together
- Demonstrate empathy for co-workers feelings
- Evaluate and accept responsibilities...including errors or misjudgments
- Willing to try new things in improving efficiency on assigned tasks
- Work well in teams and independently and to communicate effectively with staff at all levels of the organization both orally and in written form.
- Demonstrate ability to be proactive, creative and innovative in solving problems and issues.
- Seeks information, including investigating alternative solutions, and actively seeking out a variety of perspectives before making decisions impacting the organization
- Attentive to the needs, expectations and feelings of all constituents including fellow staff members, vendors, professionals with who we interact and clients.
- Actively seeks ways to serve including identifying and assisting, as appropriate, tasks of those in senior positions.
- Proactive in approaching tasks and creating tools to assist in meeting client expectations/needs
- Proactive in producing work product which meets or exceeds internal or external client expectations/needs

Reports to: President/CEO

Interested candidates please email cover letter and resume to:
gninfo@cowdenassociates.com