
Compensation Analyst IV

Job Profile



Common Purpose. Uncommon Commitment.

HR Job Title: Compensation Analyst IV
Business Title: Compensation Analyst IV
Job Code: 007315
Job Category: P3

Job Purpose:

The Compensation Analyst performs a variety of compensation activities, including but not limited to providing support to more senior compensation staff, guidance to line and HR management regarding compensation actions for employees, administering/coordinating annual compensation planning processes, and analyzing and reporting internal and external market compensation data.

This position collaborates and consults with HR partners and business leaders to develop effective solutions in the following areas: job design, analysis and evaluation, salary administration, market pricing and analysis, FLSA/compliance/regulatory issues, and other compensation related issues. In addition, this position serves as a compensation resource on a broad range of issues with minimal direction and review. May independently lead large compensation projects on a regular basis.

Analyst:

Helps implement solutions by studying, understanding and analyzing the requirements of a project or program, and communicating them clearly to all stakeholders, facilitators and partners. They assist with the business case, organizing requirements, translating and simplifying requirements, and requirements analysis.

Job Responsibilities:

(List of general activities, duties and/or tasks typically performed within the job.)

- Collaborate with Compensation Consultant's and equip them with required knowledge and tools to ensure compensation solutions meet client needs
- Provide leadership over market pricing and compensation surveys; perform independent analysis of internal and external benchmarking data to support compensation needs.
- Conduct job design, analysis, and evaluations of non-represented jobs, represented jobs, and supervisory jobs in assigned areas to determine relative job worth
- Actively lead and/or participate in functional and firm-wide projects involving compensation, including changes in compensation practices and systems development.
- Provide leadership and support over a broad range of administrative activities associated with various compensation processes
- Provide annual compensation planning and administration support, involving coordination across CUNA Mutual, and working closely with HR partners and Finance colleagues.
- May participate in the annual sales incentive design process
- Make recommendations regarding compensation policy direction
- May directly support client areas: design, develop, administer and communicate innovative and cost-effective compensation programs to support internal equity, external competitiveness and consistent application of salary practices throughout the organization

The above statement of duties is not intended to be all inclusive and other duties will be assigned from time to time.

Job Requirements:

(List of general education, background and experience, knowledge, skills and abilities typically required to effectively perform the responsibilities of the job. Also include any required licenses and/or designations.)

- Bachelor's degree in Human Resources, Finance, Business or equivalent professional work experience. Certified Compensation Professional welcome.
- 3-5 years compensation/human resources/business experience
- Demonstrated analytical, conceptual thinking, and quantitative skills
- Good understanding of technical applications, including spreadsheet and database software tools
- High level of communication, verbal, written, relationship, negotiation, and influencing skills
- Proven effective project management skills
- Experience with Payfactors and/or Workday is a plus
- Knowledge of legislation relating to Compensation is preferred

Physical Job Analysis:

While performing the duties of this job, the employee is regularly required to sit, stand, write and operate a computer keyboard, standard office equipment and telephone. The employee is frequently required to move about and reach for items. The employee may occasionally lift and/or move up to 10 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.