

Position Description

(For electronic versions of this document, please use the tab key to move from field to field)

Position Title:	Compensation Analyst II	FLSA Classification:	Exempt
Department / Location:	Human Resources / Cincinnati	Job Code:	
Completed By:		Date:	03/09/2018

Title of this Position's Supervisor:	Compensation Senior Director
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Job Title(s) of Employees that Directly Report to this Position:	N/A
Total Number of Employees (direct or through subordinates) Supervised by this Position:	N/A

Job Purpose:	Under moderate supervision, to provide analytical and other professional level support to the compensation function. Support management in the design, development, implementation and administration of pay programs including base pay, salary administration, salary surveys, job descriptions and evaluations, salary/market pricing analysis, and incentive programs. This position will be proactively handling day-to-day compensation program administration in conjunction with Compensation Team.
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Major Responsibilities: <i>List in order of importance</i>	1)	Analyzes, documents, and evaluates new and revised jobs to develop job descriptions and recommend appropriate grade level and FLSA status. May use market data and internal comparisons to ensure external competitiveness and internal equity.
	2)	Complete compensation surveys based on established survey schedules to build a survey library; ensure correct job matching and timely participation; coordinate with Payfactors for updates to compensation system.
	3)	Support and maintain existing and future HR systems/technology to increase speed of delivery of HR processes and to facilitate access to HR information
	4)	Assist in the design and development of training and communication materials
	5)	Monitors minimum wage laws in jurisdictions where the company operates the Buying offices and review impact of changes on compensation cost.
	6)	Coordinates efforts and activities with HR Technology, HR Operations, Payroll, Budget and other relevant departments to implement system adjustments, salary structures and resolve individual payroll questions and various other issues as needed.
	7)	Assist in the design and costing of proposed wage progression structures, market-aligned pay ranges and bonus pay plans
	8)	Cross train and learn all activities in order to effectively support the department in the absence of the Compensation Senior Director or other Compensation Analyst
	9)	Assist with special projects and ad hoc requests related to associate pay programs and other corporate compensation projects

Describe level of decision making and list examples of common decisions made:	<ul style="list-style-type: none"> • Medium– handles and resolves issues that come from multiple area of HR and business related to compensation programs. • Medium – Special projects as assigned
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Minimum Education & Certifications Required:	High School Diploma or equivalent required Bachelor's Degree (or equivalent) preferred
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Experience & Skills Required:	<ul style="list-style-type: none"> • 3 years Compensation experience • Familiar with HCM systems such as Oracle, SAP, Workday, JDEdwards, ADP, Ceridian or others. Experience with Compensation Administration software such as Payfactors, CompAnalyst, ePrism. • Good understanding of compensation practices and trends • Advanced Excel knowledge • Strong interpersonal, written and verbal communication skills • Ability to multi-task and prioritize workload • Strong aptitude for research, analysis and data management • Flexible and proactive problem solver adept at achieving results in a team-oriented and collaborative environment, but also able to function effectively working independently • Ability to handle sensitive information while maintaining a high degree of confidentiality • Ability to explain compensation concepts in a simple and straightforward way to internal customers
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Physical Requirements & Working Conditions (include amount of travel):	Incumbent must be able to move about the office and between floors; utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person or by telephone. Travel 0% of time
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List any additional measures applicable to this position (Revenue, Headcount, # of buses; Budgets \$ etc.):	
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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.