

### Senior Compensation Analyst

#### CLIENT OVERVIEW

This organization is the nation's leading provider of high quality care and support solutions. Its goal is to enable the highest level of personal independence and meaningful lives for its clients. The company is committed to delivering a gold standard in care through our attentive and well-trained staff who support making it possible to keep people comfortably and safely within their homes and communities.

#### ROLE DESCRIPTION

The Senior Compensation Analyst will be responsible for supporting the development of new or improving processes for broad-based compensation activities. These activities include job evaluation, market pricing, salary surveys, support with the creation of a new salary structure, merit increases, compensation system maintenance and administration, analytical and reporting support and/or job description development, to support the Compensation department's service delivery model. Further, the position is actively involved in incentive plan design and administration, and supports the integration of newly acquired organizations.

#### ESSENTIAL DUTIES

- Works with highly sensitive and confidential information, and maintains the confidentiality of the information used during the normal course of business
- Determines market prices for positions and periodically refines job descriptions. Ensures positions are compliant with FLSA requirements.
- Identifies new surveys to leverage and participates in salary surveys through the collection and reporting of data to third-party survey providers. Reviews salary survey results and provides recommendations on additions/deletions of benchmark jobs in use. Researches other potential salary surveys to enhance the market pricing needs.
- Models financial impact of compensation programs (e.g., merit budgets and incentive plan design). Maintains and updates accrual reports to capture estimated costs based on financials and plan performance. Provides counseling to HR and management on pay issues and changes (e.g., promotions, transfers, merit review cycles, etc.).
- Participates in the development of incentive compensation plan designs (e.g., management and branch plans, etc.), assures model validation and alignment with goals, forecast costs, and

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develops the communication plans, tools to measure attainment against plan, and calculation of potential award amounts.

- Participates in the development and maintenance of a new salary structure, titling framework, and market pricing the grades.
- Integrates newly acquired companies in to Help at Home.
- Develops pay practices documentation and create/maintains plan documents.
- Supports the implementation of Workday and ongoing updates.
- Performs other related duties as assigned.

### **REQUIREMENTS & SKILLS**

- Excellent interpersonal and communication skills with customer service approach.
- Must have strong attention to detail; problem solving and troubleshooting skills required.
- Intermediate skill level in Microsoft Excel (e.g., pivot tables, v-lookups, complex formulas).
- Extensive knowledge of human resource laws, regulations and best practices to make recommendations and apply.
- Knowledge of basic accounting and financial principals and the requirements of collaborating with Finance on relevant compensation activities.

### **EDUCATION & EXPERIENCE**

- Bachelor's degree in Human Resources, Business Administration, Finance or a related field and at least 4 years of compensation experience.
- CCP or related certification is a plus.
- Experience with confidentiality requirements associated with the practice of Human Resources, Compensation and/or Finance.
- Demonstrated experience applying compensation techniques, job evaluation, salary survey practices and methodologies, salary program development, job documentation, and incentive plan design and measurement.
- Experience using Workday is a plus.
- Experience working with EEOC, OFCCP and other compliance requirements.
- Experience applying the principles of the Fair Labor Standards Act and its applicability to the job evaluation process.

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