



About the job

Merakey is currently seeking a **Compensation Analyst** to join our Human Resources department.

POSITION DETAILS

The Compensation Analyst will support the administration, development and implementation of corporate-wide compensation programs and regulatory compliance.

Responsibilities include but are not limited to the following:

- Research, monitor, and analyze compensation data to produce business insights and facilitate conversing with management and recruiters on pay decisions, policy and guideline interpretation and the evaluation of job content.
- In cooperation with HR Services, support the administration of direct compensation (exempt and non-exempt cash compensation programs) for staff including coordinating the process, recording, and reporting of compensation-related actions.
- Facilitate job description development in collaboration with HR partners and management. Audit and recommend changes to job classifications. Monitor and update the job description repository.
- Participate in and conduct both exempt and nonexempt salary surveys to ensure corporate compensation objectives are achieved. Maintain record-keeping of salary survey matches in databases.
- Support the administration of compensation policies, practices, and procedures, while recommending enhancements that balance corporate objectives, cost effectiveness and external market benchmarking insights.
- Stays apprised of federal, state, and local compensation laws and regulations to ensure company compliance.

Qualifications:

- Bachelor's degree or equivalent in business, human resources, or related field.
- 2+ years of progressively responsible experience in compensation for a multi-state organization
- Knowledge of relevant federal, state, and local laws/regulations relating to compensation including, but not limited to: FLSA, EPA, ADA, ADEA
- Proficiency in Microsoft Office Suite, including advanced Excel skills (e.g., pivot tables, v-lookups, and other methods to analyze and interpret data)
- Progression towards a Certified Compensation Professional (CCP), Professional in Human Resources (PHR), or SHRM Certified Professional in Human Resources (SHRM-CP) designation preferred

Please apply at <https://www.merakey.org/careers>