

Internal Job Information

Job Code	HRTR-Pro-04
Job Title	Senior Compensation Analyst
Job Family	Total Rewards
Career Stream	Professional
Job Level	Level 4 – Senior Professional

Job Summary

The Senior Compensation Analyst supports the design, analysis, and administration of compensation programs that attract, retain, and motivate talent. This role partners with HR Business Partners and business leaders to provide data-driven compensation guidance and ensure pay practices align with company philosophy, market competitiveness, and internal equity.

This position requires strong analytical skills, sound judgment, and the ability to translate complex compensation concepts into clear, practical recommendations.

Key Responsibilities

- Support the administration of compensation programs including base pay structures, salary ranges, and incentive plans.
- Participate in annual compensation planning activities, including modeling, analysis, and program execution.
- Ensure consistent application of compensation policies, guidelines, and practices across the organization.
- Conduct market pricing using compensation survey data and internal benchmarks to support competitive pay decisions.
- Analyze internal and external compensation data to identify trends, risks, and opportunities for program improvements.
- Develop recommendations for salary ranges, pay adjustments, and other compensation actions based on market data and internal alignment.

- Provide consultative guidance to HR Business Partners and business leaders on compensation decisions and practices.
 - Support job evaluations and ensure alignment with the organization's job architecture and leveling framework.
 - Prepare compensation analyses, reports, and materials to support leadership discussions and decision making.
 - Ensure compensation programs comply with applicable regulations, policies, and governance standards.
 - Support pay equity analysis and internal compensation reviews or audits as needed.
 - Maintain accurate job, market pricing, and compensation documentation within HR systems and internal records.
-

Required Qualifications

- Bachelor's degree in Human Resources, Business, Finance, or related field
 - 4+ years of experience in compensation, total rewards, or related analytical role
 - Strong analytical and data interpretation skills
 - Advanced Excel or data analysis capabilities
 - Ability to communicate complex information clearly to non-technical audiences
-

Preferred Qualifications

- Certified Compensation Professional (CCP) or progress toward certification
 - Experience supporting global compensation programs
 - Experience with compensation planning tools or HRIS platforms
 - Experience supporting job architecture or job evaluation frameworks
-

Success Profile

Success in this role includes:

- Delivering accurate, defensible compensation analysis
 - Building trusted partnerships with HR and business leaders
 - Supporting fair, competitive, and consistent pay decisions
 - Identifying trends or risks in compensation practices and recommending improvements
-

Core Competencies

- Analytical Thinking
 - Business Partnership
 - Attention to Detail
 - Communication and Influence
 - Data Interpretation
-

Physical and Work Environment

This role operates primarily in a professional office environment and may involve working with colleagues and stakeholders across multiple locations and time zones.