



## POSITION DESCRIPTION

### Senior Compensation Analyst

Reports to: VP People & Culture

Position Status: Exempt

Supervises: No one

Effective Date: 04/22/24

#### GENERAL SUMMARY

The Senior Compensation Analyst will collect, compile, and analyze HR data, metrics, and statistics related to compensation to ensure NKC is competitive within the markets for salaries and apply this data to make recommendations related to compensation and variable and or deferred compensation within the organization.

#### **SUPERVISORY RESPONSIBILITIES:**

- Will collaborate with staff within the HR department and within the organization.
- May oversee the scheduling, assignments, and daily workflow of projects within the HR department.
- Provides constructive and timely feedback on team performance evaluations.

#### **DUTIES AND RESPONSIBILITIES**

1. Prepares and maintains job descriptions for each position in the organization; ensures descriptions accurately reflect the work being performed by incumbents.
2. Applies skills and competencies like business and financial acumen, strong data literacy, including qualitative and quantitative research methods and analysis, and knowledge of HR policies.
3. Analyzes data and statistics for trends and patterns with attention toward compensation and compliance with employment laws and regulations.
4. Prepares reports of data results.
5. Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.
6. Facilitates implementation of new compensation systems within the organization.
7. Interviews and surveys employees and managers to gather and document job, organizational, and occupational information including duties, responsibilities, and skills required by each job.
8. Assesses jobs and their respective duties to determine classification as exempt or nonexempt and appropriate salary range.
9. Benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position.
10. Prepares and maintains job classifications and salary scales.

11. Prepares and presents market-based compensation surveys; uses spreadsheet and data analysis techniques to assess results and market trends presenting and explaining findings to senior leadership.
12. Evaluates and implements job analysis instruments and materials.
13. Researches employee benefits in similar industries; based on findings, recommends changes or updates to NKC's existing benefits or policies.
14. Conducts focus groups to collect employee feedback on specific issues or topics related to benefits and compensation.
15. Partners with VP to plan and communicate preferred methods and best practices for compensating and evaluating employees.
16. Advises management on applicable state and federal employment regulations, benefits and compensation policies and human resource procedures.
17. Performs other related duties as assigned.

#### **JOB CONDITIONS**

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment.

Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires a high-level of hand-eye coordination. Must have strong visual acuity to read, inspect information on monitors, inspect technical documents, and to work extensively with data on a PC.

Physical requirements include the ability to lift/move objects weighing up to 25 pounds occasionally, and up to 10 pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of clinical software programs are required.

#### **CUSTOMER SERVICE STANDARDS**

Staff are responsible for demonstrating good customer service and professionalism.

1. CONSIDERATION: Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. CONCERN: Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. CONFIDENCE: Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. CONDUCT: Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in human resources or related field required.
- SHRM-CP or SHRM-SCP preferred.
- Certification compensation Professional certificate preferred.
- Five to seven years of experience as a compensation analyst required.

**REQUIRED SKILLS/ABILITIES:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent organizational and time management skills.
- Strong analytical and problem-solving skills.
- Thorough understanding of local, state, and federal laws involving employment, HR, and compensation administration.
- Extensive knowledge of quantitative and qualitative research methods.
- Extensive knowledge of human resource laws, regulations, and best practices.
- Proficient with Microsoft Office Suite or similar software.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

**REVIEW AND APPROVAL**

---

Vice President of People & Culture

---

Date