
COMPENSATION CONSULTANT

Reports to (Position): DIR Compensation	Department: Human Resources
Job Code: TBD	Supervisory Responsibility (Y/N): N

GENERAL ACCOUNTABILITIES

Compensation consultants assist the organization in creating and implementing realistic and beneficial compensation packages for their employees by providing expert advice regarding the development and modification of compensation packages and programs that the company can afford, while also providing competitive rewards which will attract and retain talent.

SPECIFIC RESPONSIBILITIES

50% Compensation Consulting

- Builds relationships as business partners with operational leaders regarding compensation programs
- Serves as the subject matter expert for all elements of the organization's compensation plans and programs
- Analyzes and ensures effectiveness of all compensation programs
- Develops appropriate models and facilitates design and modeling of pay levels and annual incentive pay programs
- Creates and presents regular metrics and measurements on the effectiveness of compensation plans and programs
- Prepares required proposals to all compensation program enhancements
- Presents and secures management support for new or enhancements to compensation programs
- Benchmarks compensation by matching the organization's jobs with appropriate database positions
- Incorporates incentive plan designs into financial models to gauge impacts on all stakeholders
- Leads development and administration of compensation policies and guidelines
- Conducts training sessions and facilitates meetings as needed
- Accurately interprets, counsels, communicates, and educates managers and staff on pay decisions, policy and guideline interpretations, job evaluations, and job descriptions. Provides guidance and direction on moderate compensation issues.

30% Compensation Analysis and Administration

- Provides support and administration of compensation programs
- Creates and updates salary structures and develops annual merit increase guidelines.
- Conducts research, learns best practices and recommends plan and program revisions and/or new plans that are cost effective and consistent with compensation trends and SCI objectives.
- Performs job evaluations, market job pricing, internal analyses, impact analyses, and plan effectiveness analyses.
- Conducts, participates in, and analyzes compensation surveys to ensure compensation objectives are achieved.
- Conducts analysis related to cost and trends, and provides analytical data management support for measurement and tracking of key compensation HR-related metrics.
- Compiles, prepares and presents data to senior management.
- Assists in the evaluation of compensation plans related to mergers and acquisitions and the integration thereafter.
- Conducts on-going analysis of processes. Researches and makes recommendations for process enhancements.
- Ensures that all legal requirements for compensation programs are met.
- Accurately interprets, counsels, communicates, and educates managers and staff on pay decisions, policy and guideline interpretations, job evaluations, and job descriptions. Provides guidance and direction on complex compensation issues.

**As used herein, SCI or Company refers to affiliates of Service Corporation International.*

- Other duties as assigned

20% Project Management

- Manage the status of and ensure the successful and timely completion of compensation projects including year over year processes like salary planning and annual incentive plan payouts
- Develop and manage project plans
- Work closely with other project teams and leaders on integrated projects
- Coordinate the work of others in performing compensation project tasks
- Serve as a primary contact and subject matter expert on compensation projects

CORE / CRITICAL COMPETENCIES

Demonstrates a Commitment to Services Excellence, Trustworthiness and Integrity

- Acts within and upholds the SCI Code of Conduct and Dignity Promise Standards and demonstrates corporate values
- Is trusted by others; keeps commitments to others

Promote Innovation

- Comes up with new ways to look at problems and processes in their work

Achieve Results

- Works productively with minimal supervision; achieves work objectives in a timely manner
- Works to resolve routine problems promptly and effectively

Display Adaptability

- Is open to new and different ways to accomplish work
- Responds positively and productively to new initiatives or changes in priorities

Communicate Effectively

- Conveys facts and information clearly in written and spoken communications
- Shares viewpoints and information openly and listens attentively to others' ideas and suggestions
- Communicates in a timely and effective manner with manager

Collaborate with Others

- Proactively contributes to group objectives; volunteers to help others as needed
- Welcomes ideas and input from others

Build Productive Relationships (Internal / External)

- Relates to others in open and helpful manner; consistently treat others with respect
- Maintains composure in challenging situations

EDUCATIONAL/EXPERIENCE/MINIMUM REQUIREMENTS

Education:

- Bachelor's Degree in Human Resources, Business, Accounting or relevant field of study

Certification:

- Certified Compensation Professional (CCP)

Experience:

This description is intended to describe the general nature and level of work being performed by individuals assigned to this job. The description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required of staff so assigned.

- Five (5) years professional level compensation experience including job descriptions, job evaluations, completing salary surveys, establishing pay lines/salary grades, job families, career ladders and related compensation policies, programs and procedures
- Experience developing, analyzing and administering sales incentive plans desirable

Knowledge, Skills & Abilities:

- Demonstrated analytical skills as applied to business and specifically administration/management of compensation programs.
- Demonstrated organization, time management, problem-solving skills and attention to detail
- Demonstrated commitment to exceptional professionalism, confidentiality and service to our Associates
- Ability to influence and to build positive/effective business partnerships
- Demonstrated ability to successfully manage change and deal with ambiguous situations
- Capacity to embrace change and quickly adapt to new situations, changes in direction and alternating priorities
- Demonstrated strategic thinking, influencing, problem solving and decision making skills
- Ability to interact with all levels of management
- Working knowledge of federal and state labor laws and common compensation practices and procedures
- Excellent customer service and positive interpersonal skills, including ability to facilitate and mediate sensitive and/or confrontational situations
- Excellent verbal and written communication skills, including editing abilities and outstanding presentation skills, including ability to speak in front of groups.
- Advanced experience in Microsoft Word, Excel, Power Point and Outlook, and proficiency or the ability to learn quickly with little assistance other software packages
- Ability to identify alternatives and make contingency plans
- Experience with multitasking efficiently and accurately with little oversight
- Acute attention to detail and a dedication to providing high quality work products
- Willingness to work hard with a positive attitude
- Experience in handling sensitive/confidential information
- Self-motivated and ability to problem solve
- Positive, can-do attitude with desire for personal growth
- Demonstrated project management skills

WORK CONDITIONS

WORK ENVIRONMENT

When considering the work environment associated with this job, the following factors may apply:

- Work indoors during all seasons and weather conditions
- Limited amount of local and/or multiple location traveling required
- Standard business dress is required

Work Postures

When considering the work postures associated with this job, the following factors may apply:

- Sitting continuously for many hours per day, up to 6 hours per day

Physical Demands

When considering the physical demands associated with this job, the following factors may apply:

- Physical effort requiring manual dexterity is required, includes paperwork, calculators, computers and phone usage

Work Hours

When considering the work hours associated with this job, the following factors may apply:

- Working a number of evenings every month

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Link to apply on SCI website:

<https://sci.jobs/houston-tx/corporate-compensation-consultant/252D2D377BF3454E9E38BD758992360B/job/>



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