

## Job Title

Senior Compensation Analyst

## Link to Apply

To apply for this role, please click [HERE](#).

## Location

Tulsa, OK

## Job Summary

The Senior Compensation Analyst designs, develops, and administers the Company's non-executive compensation programs.

## Essential Functions

- Actively supports the Company's commitment to safety and its "Core Values."
- Represents the Company at all times with high moral standards while adhering to the Company's "Code of Business Conduct and Ethics."
- Researches, develops, implements, and administers the Company's compensation programs, including merit Increases, Incentive Compensation Plan, and Project Incentive Plans. Reviews employee compensation actions for conformance to policy.
- Provides guidance, consultation and support to management and HR regarding compensation decisions.
- Conducts job evaluations to determine appropriate placement in compensation structure, FLSA status, and alignment with internal equity and external market.
- Creates standardized job descriptions, aligns with job specific competencies and maintains inventory. Monitors all compensation-related materials and tools to ensure resources are up to date.
- Responds to requests from HR for specific job descriptions, salary grade information or job code details, etc.
- Supports the creation and maintenance of Company competency catalogue.
- Conducts and participates in appropriate compensation and salary planning surveys and benchmark studies to analyze the Company's position relative to the external market and other peer companies.
- Represents the Company as an active member of various industry salary survey groups in order to monitor trends and new/innovative practices relative to the engineering and construction industry.
- Conducts annual compensation review of all Administrative/Office employees, as well as supplemental in-depth job family reviews, as requested. This includes geographical differential analyses, salary grade/band adjustments, and internal equity and external markets studies that impact the annual administration of the merit cycle.
- Monitors and stays abreast of trends, best practices and legislative developments in all aspects of compensation, including topics such as pay equity, pay transparency, etc.
- Creates and maintains career paths for each job family.
- Compiles and prepares reports, flowcharts, analyses and employee communications as needed.
- May provide analytical support and data analysis on various projects, human resource metrics, craft pay studies, etc.
- Performs other duties and responsibilities as required.

## Qualifications

- Bachelor of Science in Business, Human Resources or a related discipline, or equivalent level experience.
- 5+ years of analytical work within HR with at least 3+ years in compensation required, including job analysis, pay structure administration, salary survey participation, and FLSA exemption review.
- PHR or CCP certification preferred.
- Thorough knowledge and practical application of U.S. federal and state employment laws required. Knowledge of Canadian federal and provincial employment laws and practices desirable.
- Excellent computer skills including expertise in MS Excel, and proficiency with MS Word and HRIS database applications.
- Strong oral and written communication skills; ability to work effectively with individuals at all organizational levels.
- Ability to maintain strict confidentiality and discretion with sensitive information.

- Strong organizational and analytical skills with attention to detail.

*Full-time employees are offered a comprehensive benefits package, including medical, dental and vision plans covering eligible employees and dependents, disability benefits, life and AD&D insurance, an employee assistance program (EAP), a 401(k) plan with company match, an employee stock purchase plan (ESPP), a robust wellness program and adoption assistance. Some employees may also be eligible for paid time off, tuition reimbursement and a performance or safety bonus program.*

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