

Position: Compensation Analyst - Generalist
Compensation: Exempt Level position
Department: Compensation
Position location: Irving, TX 75038

Job Overview:

The Compensation Analyst assists in job analysis, creation and revision of job profiles, FLSA classifications, the development of salary and market data, conducts research, reviews statistical analysis, prepares reports, participates in and assists with compensation related projects (e.g. annual budget, merits, surveys and reorganizations.)

Primary Responsibilities:

- Under general guidance, assists with the daily administration and maintenance of compensation programs and systems (i.e. Position Management, Human Capital System, Performance Management, Budget, Merit, etc.) to include but not limited to conducting job evaluations, market analysis, salary surveys and performs simple to moderately complex job analysis.
- Reviews, assesses and tracks all compensation transactions with a high degree of accuracy to include; HR Change Forms and Talent Requisitions. Specific transactions may include: New Hires, Position Management, Transfers, Cost Center Changes, Reports to Changes, Bonus Payments, New Job Code creation, etc. Applies computer system's knowledge to process compensation transactions and other related requests. Monitors compensation systems and data input. Audits data for integrity and makes the necessary updates.
- Conducts job evaluations for entry level to mid-level positions to include determining appropriate FLSA classification, conducts research and market analysis to ensure compensation effectiveness. Provides moderately complex analysis that reflect job responsibilities, activities, duties and requirements and makes recommendations on associated results.
- Researches, collects and prepares data for annual salary survey reporting. With guidance, provides moderate to complex reports and analysis on compensation requests and activities using data from the Human Capital system, Performance Management and other HR related systems, on an as needed basis.
- Completes assigned areas of special projects for compensation to include preliminary research, data analysis, develops basic queries, runs ad hoc reports and performs reconciliations. Supports special compensation projects by performing moderate to complex research, data preparation and advance reports.
- Assists in the preparation and may develop basic compensation related communications.
- Other job-related duties as assigned.

Qualifications/ Experience:

- Bachelor's Degree or equivalent experience, preferably in Human Resources, Accounting or other Business-related field desired.
- Three or more years relative work experience.
- Experience processing, administering and examining employee data, records and/or working with Human Resources business systems in an HR environment required.
- Ability to work independently under general direction required.

Compensation:

The National Council, Boy Scouts of America is an equal opportunity employer. In addition to offering a competitive annual salary; the BSA offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, and a defined benefit retirement plan. We also offer a generous PTO policy and 11 holiday observances.

How to apply: Qualified candidates must email a resume and cover letter to: Resume.Exempt@Scouting.org. The subject line of the email should state **Compensation Analyst – Generalist**. (Internal applicants should also include the word **Internal** in the subject line and must submit no later than Tuesday July 31, 2018.)