

Job Description:

https://oge.silkroad.com/epostings/index.cfm?version=1&company_id=16164

Position Summary:

As a member of the Total Rewards team, develops proactive partnerships with the Business and HR to identify and address compensation opportunities. Provides subject matter expertise in pay equity, incentive pay, variable pay, and/or job analysis to support the attraction and retention of the right people in the right jobs. Responsible for offering compensation support to identify, respond to, and manage the compensation needs of our members within a specific business unit(s). Administers compensation systems to enable the corporation to effectively reward and motivate its employees.

Primary Duties:

- Participates in compensation surveys in a timely manner and ensures accurate market data in compensation systems to determine salary grades aligned with market value, internal equity, general market conditions and career pathing.
- Performs with review and inputs changes to salary structures and member data.
- Prepares compensation summaries and special reports from Compensation Systems.
- Administers and prepares compensation policy proposals.
- Provides support and to implementation of annual merit, short term and long term incentive administration.
- Develops Pay-For-Performance matrix and projected annual cost of merit program.
- Analyzes annual market movement, budget, and economic projections to develop recommendations for the annual merit budget and structure movement required to maintain competitive pay.
- Work with managers to assure that job descriptions accurately reflect the responsibilities of the job and that they are FLSA compliant.
- Presents Compensation training to managers and supervisors.
- Consults with management on job structuring and assures that compensation assignments align with organizational design.
- Conducts various complex market and compensation analyses to support client projects, plan implementation and consultative proposals.
- Provides design consultation to various pay programs
- Ensure the success of the Pay Programs. Provide program management and oversight for multiple work streams and provides consultation to the performance-based pay, and change management best practices and programs.
- Prepare and present monthly status reports on program activities, facilitate project meetings, and conduct briefings.
- Evaluates and administers variable pay programs, as needed.

Requirements:

- Bachelor's Degree in Human Resources, Industrial Relations, Business Administration, Accounting, Finance, or Mathematics.
- Five (5) years' Compensation experience.
- Experience within a Corporate Compensation team.
- Compensation design experience (e.g., salary structures, incentive plans, etc.).

- Valid State Driver's License.

****RELOCATION ASSISTANCE IS NOT AUTHORIZED FOR THIS POSITION****

Preferred Qualifications:

- Three (3) years of equity administration.

Knowledge, Skills, and Abilities:

- Demonstrated strong knowledge of Compensation programs, design practices, and administration (e.g., annual compensation review, annual market and structure analysis).
- Demonstrated advanced skills and high proficiency in the use of a personal computer with MS Office Suite (Excel, Word, PowerPoint, Access).
- Knowledge of Compensation (e.g., MarketPay) and HRIS systems (e.g., SAP, SAP SuccessFactors) and Access databases (e.g., tables, queries, and reports).
- Demonstrated strong analytical skills with the ability to organize data from multiple sources.
- Demonstrates strong organizational skills with the ability to manage multiple projects simultaneously.
- Demonstrated ability to construct and make presentations to groups of varying size and compositions.
- Demonstrated to solve problems while applying creativity to support effective compensation proposals and solutions.
- Demonstrated ability to work without supervision and make independent decisions.
- Demonstrated strong detail orientation and ability to maintain confidentiality.

Working Conditions:

- Work is often performed with short deadlines and may involve sensitive, personal matters requiring objectivity.
- May be required to non-standard hours.
- May require travel.