Thank you for your interest in a career at Saint Francis, Tulsa's only locally owned and operated health system serving eastern Oklahoma. We are currently seeking a Compensation Analyst for our Human Resources Compensation Department.

Title: Compensation Analyst

Job Summary: Compensation analyst researches and prepares changes to existing compensation programs, policies, processes and procedures; ensures alignment with the organization's philosophy and strategic plan to attract and retain the organization's talent, and ensures compliance with applicable regulations.

Education: Bachelor's Degree in Human Resource Management or closely related field.

Licensure, Registration and/or Certification: Certified Compensation Professional (CCP) preferred

Work Experience: 3 years of related experience, healthcare preferred

Knowledge, Skills and Abilities: Demonstrated ability to maintain a high degree of confidentiality. Working knowledge of SAP, MS Excel, Access, Word and PowerPoint. Working knowledge of Human Resources Policies and Procedures. Working knowledge of HR employment, compensation and related laws. Effective interpersonal, written and oral communication skills. Ability to organize and prioritize work in an effective and efficient manner ensuring timely completion of assigned projects. Ability to be detail oriented as might be required in the examination of numerical data.

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