



<b>Job Group:</b> Human Resources	<b>Job Sub Group:</b> Total Rewards
<b>Job Family:</b> Total Rewards Analyst	<b>Last Updated:</b> 2019

## JOB SUMMARY:

Under the direction of Total Rewards Management, the Total Rewards Analyst will assist with the administration of employee compensation, benefits, and leave programs. The position will support the day to day administration of these programs and maintain compliance.

## GENERAL DUTIES & RESPONSIBILITIES:

- Provide support to managers and employees regarding compensation, benefits, and leave admin programs
- Ensures compliance with regulatory requirements and corporate governance standards
- Ensures data integrity through regular audits and analysis
- Assists in reviewing salary changes and evaluates for internal & external competitiveness and any potential risk. Participates in annual salary surveys
- Assist with review of job descriptions by validating essential duties, education and experience requirements and determining FLSA classification
- Supports the organization's benefit programs (i.e., health, 401k, vacation, etc.) and compensation programs (i.e., job descriptions, job evaluation, salary survey participation, incentive plan administration)
- Serves as first-line contact for employee benefit questions
- Assists in the Open Enrollment planning and implementation
- Audit and ensure timely processing and payment of all benefit invoices
- Consults with management and employees to ensure understanding and compliance with FMLA leaves, Personal Leaves, return to work integration, ADA accommodations and work modification
- Partners with employees and management to complete required leave paperwork; reviews and approves completed paperwork while ensuring compliance with federal and state regulations
- Provides technical expertise to employees and management by explaining leave policies, procedures, and timelines and resolving problems or issues
- Manages multiple leave cases daily including tracking and maintaining electronic data and files
- Coordinates with the Benefits and Payroll departments ensuring compensation transactions are complete and accurate

## EDUCATIONAL REQUIREMENTS:

Bachelor's in business administration, human resources, accounting, or related field preferred with 3-5 years of experience in compensation, benefits, and leave admin programs. Experience with benefits open enrollment, COBRA, FMLA, ADA, Workers Compensation is highly desirable. PHR, SHRM-CP, or related certification preferred.

## GENERAL KNOWLEDGE, SKILLS & ABILITIES:

- Must have strong Excel, analytical and problem solving skills
- Must possess thorough understanding of applicable HR laws including, but not limited to FLSA and FMLA
- Effective verbal, written, and presentation skills with demonstrated ability to present complex ideas to management
- Ability to prioritize workload, self-directed to manage multiple tasks without close supervision, thrive in a fast-paced environment and adapt to changes while consistently meeting deadlines
- Ability to maintain confidentiality of sensitive records and information