

Compensation Specialist

Key Responsibilities

The Compensation Specialist serves as a resource for staff and managers providing consultation on compensation and related HR practices. Responsible for the design, implementation, administration and revision of compensation and performance review programs to attract, retain and motivate all employees. Responsible for compliance with state and federal employment laws. Reports to the Director of Human Resources

I. Compensation

Proactively identifies compensation trends and opportunities related to market data as compared to internal data. Ensures St. Dominic's compensation program is market competitive, internally equitable and effectively motivates employees. Coordinates and conducts compensation reviews as requested by leaders. Maintains salary ranges and job classification structures within the HRIS system. Maintains job descriptions. Responsible for the design, testing, implementation, and reporting of the Performance Review process and software application. Works in coordination with managers in administration of the annual merit review process to include assisting managers and supervisors with use of the performance evaluation system. Provides compensation data for various compensation surveys and analyzes compensation survey data results to determine competitiveness of St. Dominic's compensation program. Performs job analysis to determine appropriate range, etc. making recommendations in consideration of market data and internal equity. Works with HR management team to develop, monitor and report annual operating budget related to compensation.

II. HRIS

Write, maintain and support a variety of reports or queries utilizing appropriate reporting tools.
Help maintain data integrity in systems by running queries, analyzing data and updating daily.

Qualifications

Bachelor's degree in Business Administration, Accounting, Finance, Human Resources or related field. Minimum 3-5 years general compensation experience with understanding of related state and federal laws. Must be detail oriented and have excellent analytical, verbal and written communication and mathematical skills. Must have demonstrated ability to manage multiple projects in a confidential manner. Demonstrates the highest degree of professionalism at all times.

Please visit www.stdom.com to apply.