



ARKEMA INC. – COMPENSATION AND RETIREMENT BENEFITS ANALYST

SITUATION IN ORGANIZATION

The Compensation and Retirement Benefits Analyst reports to the Sr. Manager, Compensation with matrix reporting to Manager, Retirement Benefits. This person serves as backup for Health & Welfare activities as necessary.

JOB DIMENSIONS

This position provides Compensation and Retirement Benefits program analysis, administration, and support. Additionally, this role provides input into program design and conducts topical research for the Compensation team.

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KEY ACTIVITIES AND RESPONSIBILITIES

Compensation Team Responsibilities, including:

- Job Evaluation and Salary Administration - Conducts job analysis and evaluation for an assigned business area and/or group(s). Responsibilities include:
 - Recommends grade assignments and FLSA designations
 - Provides advice on offers and ad-hoc salary increases
 - Develops (job duty-based) career ladders, as appropriate
 - Organizes and manages the Compensation shared drive and tracks departmental job evaluation results and offer outcomes as submitted for SAP entry
- Equity Program Administration - Supports the Total Rewards team with the administration and communication the Employee Stock Purchase Plan, and Restricted Stock (RS) Plan. Responsibilities include:
 - Drafting, generating and tracking employee communication, following up as appropriate,
 - Extracting and auditing data from SAP prior to use in plan calculation and administration,
 - Monitoring and handling site administration and RS grants (via SuccessFactors), and
 - Coordinating payroll and loan aspects with the Payroll and Treasury departments, by printing remuneration statements and other support documentation, logging and receiving incoming checks and forms, and following up on late items.
 - As a member of the project team, serves as the point of contact with employees (active and terminated), and various project team participants as well as interfacing with the primary vendor contacts for the Plans.

- Merit and Bonus Programs - Actively involved (as a team member) with the planning and administration of the annual compensation programs (merit and AIP (incentive payments and target statements) for the North American region. Responsibilities include:
 - Auditing data in SAP and SuccessFactors, as it pertains to merit and bonus programs
 - Creating templates
 - Updating of the AIP Administrative Guidelines
 - Creating employee communication and training material
 - Maintaining project plans
- Merit Budget Analysis - Partners with Sr. Compensation Analyst in the gathering and analysis of annual salary increase data. This serves as the basis of Arkema Inc.'s recommendations to Corporate (France). Project responsibilities:
 - Researches and gathers annual global survey resources and submitting Arkema's information to vendor
 - Collects data from local office contacts (Mexico, Brazil, etc.)
 - Consolidate salary planning and economic data into a master template, forming preliminary recommendations
 - Prepares materials for meeting with senior management to review data and finalize regional recommendations
- Survey Management and Submission responsibilities, including:
 - Creates and maintains data resource tools to facilitate survey submission process.
 - Completes all survey submission kits/workbooks within established deadline and tracks the delivery of survey results.
 - Generates survey result extracts to Excel file formats and saves to shared drive for Compensation team use in job evaluations.
 - Researches and identifies other available survey resources
 - Prepares necessary purchase orders and processes survey invoices for payment in addition to other Total Rewards invoices including global mobility.
- Program & Project Documentation - creates, modifies, and updates all Compensation project plans and maintains the library on the shared drive
- SAP Data Review responsibilities, including:
 - Audits and maintains data integrity in SAP, related to job evaluation results and job data (titling, etc.) set-up
 - Modifies, updates and generates monthly compensation roster

Benefits Team Responsibilities, including:

- Retirement Benefits
 - Calculates and documents all Bostik pension estimates and processes all Bostik retirement benefits. Responds to employees' and HR generalists' pension and 401k questions
 - As an integral part of the team, processes 401(k) balance transfers due to the death of a participant. Includes interaction with family members to identify beneficiaries or estate, explaining procedure for segregating funds, submitting service requests to Fidelity requesting the split, and communication with the family
 - Performs 401k payroll verification, downloads contribution files from SAP and uploads to Fidelity, verifies through Excel spreadsheets, analyzes amounts,

creates check requests, completes funding on Fidelity site. (This Fidelity funding is a shared responsibility with the Senior Retirement Benefits & Compensation Analyst.)

- Shares responsibility for Non-match Funding (the biannual 401k non-matching program). Shared duties include: updating SAP with wage type codes, auditing new hire, rehire and termination data to ensure accuracy of contribution, and validating preliminary funding amounts and participant counts, prior to payroll close and funds contributions to Fidelity
- Responsible for the management of plan retirement seminars: prepares literature and arranges outside speakers, including Fidelity, Social Security, EAP, and retirees
- Analyzes and processes Pension and 401k Qualified Domestic Relations Orders (QDRO), assuring updates at Mercer Administration and Fidelity, respectively, and communications with all parties involved
- Creates, updates and maintains procedures to resolve lost participant issues. Reviews returned mail reports from Mercer and Fidelity, and mail returned directly to Arkema, to determine correct address and updates all data sources to assure participants receive communications, and track and document results
- Health & Welfare Benefits – Serves as backup for the following responsibilities:
 - Vendor File Transmissions - Transmits weekly Mercer outbound file and for other Mercer, Fidelity, and Aetna file transmissions. Process includes the review and resolution of issues identified on edit reports
 - Leave Administration – for King of Prussia site
 - HSA and FSA Funding
 - Benefits Claims spreadsheet update

Other miscellaneous responsibilities for this role include:

- Data Integrity and Organization - Audits Total Rewards Statements (for accuracy) prior to issuance

CONTEXT AND ENVIRONMENT

- Little to no travel
- May be required to work some additional hours during certain time sensitive business cycles and other critical deadlines.
- Supports the site HES policy and complies with all regulatory and internal requirements
- Participates in HES activities provided by site management and Arkema Inc. (e.g., Behavioral Base Safety, SafeStart, etc.)
- Supports and promotes the reporting of all health, safety, environmental, near-miss, accident or injury incidents

REQUIRED EDUCATION/QUALIFICATIONS/WORK EXPERIENCE

- Bachelor's degree, Business discipline preferred, or equivalent relevant experience



- 3 – 5 years of experience in directly relevant fields (Compensation and Benefits), including at least 1-2 years using market pricing job evaluation methodology and hands on experience with calculating pension benefits
- A minimum of 2 years in 401k administration is preferred
- Demonstrated experience in researching and formalizing Compensation and Benefit program recommendations
- Excellent Microsoft Office skills, in particular the creation of Excel spreadsheets, Word documents and PowerPoint presentations; hands on experience in database modeling preferred
- SAP or similar HRMS experience required, including the ability to design and run SAP reports

DEMONSTRATED COMPETENCIES

- Strong organizational, critical thinking, analytical and prioritization skills, with the ability to self-audit work and handle competing priorities
- Strong interpersonal and communication skills, with the ability to deal with all levels of employees
- Strong customer orientation required, including focus on timely and accurately answering questions
- Strong project planning and management skills
- Maintains confidentiality of sensitive information
- Ability to work independently and interact effectively in a hands-on environment is required
- Attention to detail, timely and accurate completion of work, and process-orientation is critical
- Ability to make sense of complex, ambiguous, and oftentimes contradictory information to effectively solve problems

HOW TO APPLY FOR THE POSITION

Please use the link below to apply for the position:

https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=31001&company=ARKEMA&use_rname=