



COMPENSATION ANALYST II AND III

REQ #: 154936
LOCATION: REMOTE
PROFESSIONAL AREA: HUMAN RESOURCES
DEPARTMENT: 4205 TOTAL REWARDS-CAREGIVER OFFICE
JOB CODE: T25050
SCHEDULE: FULL TIME
SHIFT: 8:00AM - 5:00PM

JOB DETAILS

This position is a 100% Remote Work Opportunity.

Develops, implements, and administers moderately complex and/or broad range of compensation programs in order to provide consistent and equitable treatment of employees and to ensure compliance with state and federal regulations.

Responsibilities:

- Administers compensation programs, including reviewing changes or enhancements to ensure the programs comply with internal policies and external regulations and they are market competitive.
- Participates in salary surveys and market pricing projects.
- Assists with employee communications to introduce and explain plan changes. Acts as a liaison between other areas of Total Rewards, Human Resources and/or third party administrators.
- Determines eligibility for the participation in various Total Reward programs and maintains records.
- Performs audits of various compensation programs and the application of the programs to ensure compliance with internal policies as well as local, state and federal laws and guidelines.
- Recommends for improvements as needed.
- Other duties as assigned.

Education:

- Bachelor's degree in Business Administration, Human Resources or Finance/Accounting.

Certifications:

- Certified Compensation Professional (CCP), Certified Benefit Professional (CBP), Senior Professional in Human Resources (SPHR) preferred.

Complexity of Work:

- Requires critical thinking skills, decisive judgment and the ability to work with minimal supervision.
- Must be able to work in a stressful environment and take appropriate action.

Work Experience:**Compensation Analyst II**

- Minimum of three years professional and functionally relevant experience in a Human Resources environment including at least two years of Total Rewards experience.
- Six years of professional experience in Human Resources/Total Rewards may substitute for the Bachelor's degree requirement.

Compensation Analyst III

- Minimum of five years professional and functionally relevant experience including at least four years of Total Rewards experience.
- Minimum of four years professional and functionally relevant experience including at least three years of Total Rewards experience with a Master's degree.
- Ten years of Human Resources/Total Rewards experience may substitute for the degree requirements.

Physical Requirements:

- Requires frequent sitting, normal or corrected vision; manual dexterity sufficient to operate computer.
- Ability to perform duties in multiple facilities and locations.

Personal Protective Equipment:

- Follows standard precautions using personal protective equipment as required.

The policy of Cleveland Clinic Health System and its system hospitals (Cleveland Clinic Health System) is to provide equal opportunity to all of our employees and applicants for employment in our tobacco free and drug free environment. All offers of employment are followed by testing for controlled substance and nicotine. Job offers will be rescinded for candidates for employment who test positive for nicotine. Candidates for employment who are impacted by Cleveland Clinic Health System's Smoking Policy will be permitted to reapply for open positions after 90 days.

Cleveland Clinic Health System administers an influenza prevention program as well as a COVID-19 vaccine program. You will be required to comply with both programs, which will include obtaining an influenza vaccination, COVID-19 vaccination, or an exemption.

Decisions concerning employment, transfers and promotions are made upon the basis of the best qualified candidate without regard to color, race, religion, national origin, age, sex, sexual orientation, marital status, ancestry, status as a disabled or Vietnam era veteran or any other characteristic protected by law. Information provided on this application may be shared with any Cleveland Clinic Health System facility.

Cleveland Clinic Health System is pleased to be an equal employment employer: Women / Minorities / Veterans / Individuals with Disabilities

HOW TO APPLY

Apply online at <https://my.clevelandclinic.org>

Step 1: Click on **Careers** (top right hand side of web page)

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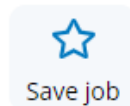
Step 2: In the search box, type **Compensation Analyst** (top right hand side of web page)

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compensation analyst



Step 3: Click on the hyperlink for **Compensation Analyst II and III** and apply for this great opportunity!



Compensation Analyst II and III

Human Resources

United States

You are submitting your application for Compensation Analyst II and III opportunities. Once you apply, we will personally review your application to ensure that you meet the minimum qualifications and have completed the entire application. At that time, you may be contacted to discuss your experience. This way, we can be sure that the job you apply for is the perfect fit for you.