

Job Title

Senior Compensation Analyst

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Location

Full-time remote

Job Summary

The Senior Compensation Analyst designs, develops, and the administers the Company's non-executive compensation programs.

Essential Functions

- Actively supports the Company's commitment to safety and its "Core Values."
- Represents the Company at all times with high moral standards while adhering to the Company's "Code of Business Conduct and Ethics."
- Researches, develops, implements, and administers the Company's compensation programs, including merit Increases, Incentive Compensation Plan, and Project Incentive Plans. Reviews employee compensation actions for conformance to policy.
- Provides guidance, consultation and support to management and HR regarding compensation decisions.
- Conducts job evaluations to determine appropriate placement in compensation structure, FLSA status, and alignment with internal equity and external market.
- Creates standardized job descriptions, aligns with job specific competencies and maintains inventory. Monitors all compensation-related materials and tools to ensure resources are up to date.
- Responds to requests from HR for specific job descriptions, salary grade information or job code details, etc.
- Supports the creation and maintenance of Company competency catalogue.
- Conducts and participates in appropriate compensation and salary planning surveys and benchmark studies to analyze the Company's position relative to the external market and other peer companies.
- Represents the Company as an active member of various industry salary survey groups in order to monitor trends and new/innovative practices relative to the engineering and construction industry.
- Conducts annual compensation review of all Administrative/Office employees, as well as supplemental in-depth job family reviews, as requested. This includes geographical differential analyses, salary grade/band adjustments, and internal equity and external markets studies that impact the annual administration of the merit cycle.
- Monitors and stays abreast of trends, best practices and legislative developments in all aspects of compensation, including topics such as pay equity, pay transparency, etc.
- Creates and maintains career paths for each job family.
- Compiles and prepares reports, flowcharts, analyses and employee communications as needed.
- May provide analytical support and data analysis on various projects, human resource metrics, craft pay studies, etc.
- Performs other duties and responsibilities as required.

Qualifications

- Bachelor of Science in Business, Human Resources or a related discipline, or equivalent level experience.
- 5+ years of analytical work within HR with at least 3+ years in compensation required, including job analysis, pay structure administration, salary survey participation, and FLSA exemption review.
- PHR or CCP certification preferred.
- Thorough knowledge and practical application of U.S. federal and state employment laws required. Knowledge of Canadian federal and provincial employment laws and practices desirable.
- Excellent computer skills including expertise in MS Excel, and proficiency with MS Word and HRIS database applications.
- Strong oral and written communication skills; ability to work effectively with individuals at all organizational levels.
- Ability to maintain strict confidentiality and discretion with sensitive information.

- Strong organizational and analytical skills with attention to detail.

Full-time employees are offered a comprehensive benefits package, including medical, dental and vision plans covering eligible employees and dependents, disability benefits, life and AD&D insurance, an employee assistance program (EAP), a 401(k) plan with company match, an employee stock purchase plan (ESPP), a robust wellness program and adoption assistance. Some employees may also be eligible for paid time off, tuition reimbursement and a performance or safety bonus program.

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At Matrix, we are dedicated to building a diverse, inclusive, and authentic workplace. We encourage all whose experience aligns with the listed qualifications to apply and explore joining our organization.

EEO/M/F/Disability/Vets/Affirmative Action Employer

We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, genetic information, marital status, disability, veteran status, or other legally protected characteristic or category.