



## Elbit Systems of America Job Description

**Job Title:** Compensation Analyst  
**Department:** Human Resources  
**Reports To:** Director, Human Resources  
**Prepared By:** Director, Human Resources

**Date:** July 1, 2019

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**Scope:** The **Compensation Analyst** supports the development and recommendations for new or modified Compensation, Rewards and Recognition programs and administers existing plans to attract and retain a productive workforce. This position assists in the development of procedures to assure comprehensive programs at a competitive cost to the company. Develops and administers programs and systems to ensure legal compliance, equitable and competitive pay, grade structure and job classifications, maintenance of records, and compliant plans.

### **Responsibilities & Tasks:**

#### Compensation and Rewards:

- Evaluate, update and approve job descriptions and determine proper grading. Investigate and recommend resolution on classification questions and FLSA exemptions.
- Participate in a variety of compensation surveys to collect and analyze information on the Company's competitive position and ensure corporate compensation objectives are achieved. Prepare recommendations and special studies on subjects such as incentive compensation,
- Research and analyze information to assist in development and recommendations for merit and other compensation funding.
- Participate in the annual review and update of compensation system including salary structures, system enhancements and merit guidelines.
- Assist in development and implementation of new and revised compensation programs, policies, procedures consistent with compensation trends, in order to be responsive to the company's goals, cost parameters, and competitive practices and monitor the effectiveness of existing plans, policies, guidelines and procedures.
- Participates in audits that ensure the company compensation programs are consistently administered in compliance with company policies and government regulations.
- Provide advice to HR and management staff on pay decisions, policy and guideline interpretation and job evaluation.
- Administer direct compensation programs (executive, exempt and nonexempt cash compensation programs) for all staffs including the processing, recording and reporting of compensation-related actions.
- Administer incentive compensation plans including recommendations for new plans, improvements to existing plans, administration and on-going communication and continuous improvements.
- Recommend and present new approaches, policies and procedures to effect continual improvements in efficiency of the organization and enhancement of services provided.
- Administer rewards and recognition programs.

### **Minimum Qualifications:**

Education – Bachelor's degree

### **Certifications/Licenses:**

World at Work or Compensation Certifications preferred.

### **Experience Required:**

2+ years of Compensation, or related HR experience.



**Knowledge, Skills, Abilities Required** (~~Unique and Measurable~~):

- Intermediate level of experience with Excel and PowerPoint.
- Possess a high level of professionalism; interact with staff at all levels within the organization and ability to maintain confidentiality.
- Excellent interpersonal, verbal and written communication skills.
- Be a self-starter and able to work with little supervision.
- Working knowledge of HR systems.

FLSA Status:         **Exempt**             Non-Exempt

Job Status:         **Fulltime**             Part-time