Compensation & HRIS Analyst

Description

**OVERVIEW:**

At Welltower Inc. (NYSE:WELL) we are driving innovation in health care infrastructure and delivery.  We envision a new model of care that revolves around wellness – living well, aging well and keeping people out of the hospital.  We partner with leading seniors housing and post-acute-care providers and with health systems to fund innovative solutions designed to keep patients out of higher cost, higher acuity settings while delivering better treatment at a lower cost.   Our impact will be profound as we advance our work, our mission, and continue to assemble a diverse, talented, performance-focused team of employees.

**JOB SUMMARY:**

The Compensation & HRIS Analyst will research job requirements and evaluate job positions to ensure the company is competitive in the areas of salaries and employee benefits.  The Compensation & HRIS Analyst will use metrics and models to understand current salary trends and predict future trends, and will maintain the integrity and reliability of the organizations HRIS, ensuring applications meet the needs, requirements, and objectives of the HR department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Prepares and maintains job descriptions for each position in the organization; ensures descriptions accurately reflect the work being performed by incumbents. Interviews and surveys employees and managers to gather and document job, organizational, and occupational information including duties, responsibilities, and skills required by each job.
* Conducts job analysis to determine appropriate salary level according to compensation guidelines and policy.
* Benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position.
* Prepares and presents summary reports of job analysis and compensation analysis information.
* Gathers data from market-based compensation surveys; uses spreadsheet and data analysis techniques to assess results and market trends.
* Helps implement special compensation programs or incentive systems for all employees or for specific groups to support the organization's objectives.
* Participates in development and administration of performance review system to ensure compliance with salary administration guidelines.
* Ensures that the UltiPro system meets compensation needs and is updated to reflect changes to salary structures, bonus programs, etc.
* Assesses current system and utilization; identifies and recommends improvements such as training, customization, and enhancements to maximize value and efficiency of the HRIS.
* Write, maintain and support a variety of reports or queries using appropriate reporting tools. Assist in development of standard reports for ongoing customer needs. Help maintain data integrity in systems by running queries and analyzing data.
* Identify Human Capital metrics and develop dashboards and reports to routinely monitor and present metrics.
* Collaborates with Human Capital team and organizational leadership to determine the short- and long-term information department and system objectives; develops a plan to modify HRIS applications, modules, and systems to meet those objectives.
* Identifies, recommends, and programs custom functions and documentation such as automated queries, filters, macros, and reports.
* Collaborates with other analysts and HRIS staff to plan, modify, and customize the HRIS and to test new applications and features.
* Prepares training materials, guides, and documentation, and offers hands-on support, troubleshooting, and guidance to HRIS users.
* Ensures system compliance with data security and privacy requirements.
* Maintains knowledge of trends and developments in HRIS providers, vendors, and technology.
* Performs other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM REQUIREMENTS:**

Education: Bachelor’s degree required in relevant field

Experience: Minimum of two years experience. UltiPro experience preferred. IBM Cognos experience preferred

**COMPETENCIES:**

* Proficient in MS Office (Word, Excel, Outlook)
* Strong verbal and written communication skills
* Ability to keep information confidential
* Strong math skills
* Ability to research complex questions
* Ability to conduct complex analysis of claims, budget projections, etc.

**CERTIFICATES, LICENSES, REGISTRATIONS**

* CCP and/or SHRM-CP preferred

**TRAVEL:**

Ability to travel occasionally domestically.

*Applicants must be able to pass a pre-employment drug screen including nicotine screen (in states where permissible).*

*Welltower is committed to leveraging the talent of a diverse workforce to create great opportunities for our business and our people. EOE/AA. Minority/Female/Sexual Orientation/Gender Identity/Disability/Vet*

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