

Total Rewards Analyst, Intermediate Merrill Corporation

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Merrill Corporation is the industry leader in technology solutions that enable mergers, acquisitions, initial public offerings, restructuring and other critical capital transactions in more than 170 countries. We provide the world's leading investment banks, private equity firms, law firms and corporations with tools to simplify, streamline and accelerate the due diligence process, helping them close more deals, faster. We are a global team of high-energy, passionate people. We have strong individual voices but we work as a team, bringing out the best in each other. We thrive under pressure and always keep the customer at the heart of everything we do.

Develops, administers and communicates compensation and benefit programs including base and variable pay, health, welfare and retirement plans. Configures, tests and rolls-out total reward programs leveraging HCM Workday tool globally in partnership with HCM team.

Essential Duties and Responsibilities

Benefits

- Prepares and disseminates policies and procedures for benefit plan administration.
- Supports and trains HR Operations Specialist regarding benefits administration and employee communications; resolves escalated employee issues.
- Maintains vendor contacts to investigate discrepancies and provide information in non-routine situations.
- Provides vendors appropriate documentation for life, 401K and disability benefits claims.
- Evaluates and compares existing employee benefits with those of other employers by analyzing other plans, surveys, and other sources of information.
- Completes benefit plan surveys.
- Maintains benefit plans in compliance with applicable laws and regulations.
- Analyzes results of comparison and surveys and develops specific recommendations for review by management.
- Analyzes employee utilization of current benefits and develops specific recommendations for review by management.
- Assists in preparing materials and in presenting benefit plan changes to employees.
- Manages annual Open Enrollment process, including configuration, testing and launch of Open Enrollment in Workday.
- Manages RFP activities for specific benefit plans, including vendor contact, proposal collection and analysis, and provides recommendations to management.

- Reviews and submits invoices for payment and works with A/P and Treasury to ensure timely payment of invoices and remittance of contributions to benefit plans.
- Reviews and edits Summary Plan Descriptions to ensure plans are communicated accurately and conform to applicable laws and regulations.
- Coordinates compensation and benefit plan audits and reports through HRIS and vendor websites. May provide technical support for HRIS and be responsible for testing system functionality.
- Recommends and implements process improvement solutions for compensation and benefit administration.

Compensation

- Conducts market pricing for the organization, including salary survey participation, survey data analysis, market pricing software/tool uploads, and tracking salary survey variance to budget spend. Makes recommendations to improve utilization of tools and encourages self-service. In partnership with leadership and HR, creates, reviews and updates job descriptions. Coordinates and suggests improvements to career family framework.
- Collaborates and develops recommendations to adjust global salary structures in response to changing organizational needs and market values.
- Participates in development and administration of the annual merit process.
- Coordinates operational aspects of the annual incentive plan communication and payout process.

Minimum Education

- Bachelor's degree (B. A.) in human resources, business, finance or related field

Minimum Experience

- Three to five years compensation/benefits experience or human resource generalist/business partner experience with strong emphasis in compensation/benefits related work. Must have experience in developing job descriptions, market pricing, survey participation, and benefit program administration.

Additional Requirements

- Moderate knowledge of the Federal Fair Labor Standards Act and related regulations governing pay programs.
- Moderate knowledge of benefit related laws and regulations, including COBRA, ERISA, FMLA, HIPAA and PPACA.
- Strong analytical and problem-solving skills; attention to detail. Excellent judgement.
- Effective verbal, written, and presentation skills with demonstrated ability to present complex ideas to both employees and management.
- Experience partnering effectively with human resources business partners and management.

- Ability to maintain strict confidentiality when communicating or handling highly confidential information.
- Strong interpersonal and teamwork skills.
- Intermediate to advanced skills in Microsoft Office Product suite (Excel, PowerPoint, Outlook, Word); experience using various online survey tools. Knowledge of database applications.
- Moderate knowledge of various HCM systems; experience using Workday preferred.

Preferred Education/Experience:

- Masters in HR or MBA
- CCP (Certified Compensation Professional) or progress toward certification
- CBP (Certified Benefits Professional) or progress toward certification
- CEBS (Certified Employee Benefit Specialist) or progress toward certification