

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Compensation Analyst
POSITION NUMBER: 02931
DEPARTMENT: Human Resources
LOCATION: Skenandoah Complex
DIVISION: Non-Divisional
RESPONSIBLE TO: Human Resources Area Manager
SALARY: E5 \$45,961/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: March 7, 2018
CLOSING DATE: Until Filled
Transfer Deadline: March 14, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Perform a variety of professional, technical and analytical classification of compensation activities related to the maintenance of the Oneida Nation compensation system. Ensure Compensation programs are maintained in accordance with the established laws, regulations, policies and procedures. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Monitor compensation program efficiency; develop reporting procedures and other methods to establish accountabilities and measure success; revise processes and procedures to reflect emerging approaches to compensation to improve overall effectiveness.
2. Manage projects such as survey participation and analysis.
3. Ensure compensation programs are in alignment with organizational philosophies. Maintaining the organization's ability to attract, motivate and retain employees.
4. Provide recommendations on overall compensation practices of the Nation. Including, annual pay increases, incentive programs and grading structure.
5. Coordinate, prepare and provide total rewards materials to employees
6. Review new positions and revisions of present positions to ensure appropriate classification.
7. Perform market analysis to determine internally consistent and externally competitive pay levels for specified positions; Uses published or conduct ad hoc surveys to obtain and analyze market pay rates.
8. Communicate goals, objectives, policies and procedures in accordance with applicable laws, regulations, policies, and procedures and needs of the Nation.
9. Develop work standards and standard operating procedures for Compensation.
10. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
11. Review requests for classification review and make classification/pay level determinations. This includes review job questionnaires, conferring with manager and employees, evaluation jobs and preparing written reports on findings. Communicates with stakeholders regarding the result of compensation work.

JOB DESCRIPTION
Compensation Analyst
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DUTIES AND RESPONSIBILITIES (Cont.):

12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Work is performed in an office setting with moderate noise level.
2. Travel may be required for trainings, meetings, conferences, presentations and other events.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of human resources principles and best practices in compensation including job analysis/evaluation.
2. Knowledge of applicable federal, state and local rules, regulations and/or statutes.
3. Knowledge of methods and data analysis techniques.
4. Skill in operating various work-processing, spreadsheets and database software programs.
5. Skill in conducting studies and preparing sound recommendations.
6. Skill in analyzing and interpreting policies, practices and procedures.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Skill in conducting research, analyzing information and data and presenting findings in a concise format.
10. Must complete Certified Compensation Professional (CCP) certification within two (2) years and maintain certification throughout employment.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
15. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Certified Compensation Professional (CCP) certification.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Bachelor's degree in Human Resources, Business or related field with two (2) years' experience performing compensation and data analysis. An equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. Must provide a copy of diploma, license, or certification upon employment.