

Compensation Analyst

Pittsburgh Regional Transit is seeking a Compensation Analyst to participate in the planning, implementation, and administration of Pittsburgh Regional Transit's (PRT) wage and salary programs. Conducts analysis and interpretation related to the organization's compensation programs. Participates in and interprets compensation surveys. Recommends changes to ensure the maintenance of company compensation objectives.

Essential Functions:

- Participates in administering the performance evaluation and merit program; assists in the development of new performance evaluation program and the implementation of supporting system.
- Uses HRIS system to manage several wage and salary processes, including but not limited to:
 - Employee compensation, transfer, job title, and other types of changes
 - Salary plans and structures within Peoplesoft foundational set-up tables for collective bargaining agreements
 - Job code and position management information
 - Researching and resolving compensation related issues
- Participate in transit industry and general industry compensation surveys. Conducts market reviews of company jobs to determine market competitiveness.

Job requirements include:

- High School Diploma/GED.
- A BA/BS degree in Business Administration, Human Resources Management, Industrial Relations, or directly related field; five (5) years of human resources field including a minimum of three (3) years of experience in the planning and administration of compensation programs; or any combination of education, experience, and training which provides the following knowledge, skills, and abilities.
- Ability to conduct quantitative analyses and interpret data including wage data, wage trends, and prepare spreadsheets to ensure adherence to compensation strategies.
- Ability to communicate effectively and professionally with employees and senior executives. Must be comfortable presenting programs to groups and members of senior management using complicated numerical analysis and present in an easy to understand way for individuals who may not be mathematically inclined.
- Detail oriented and comfortable working in a fast-paced office environment; outstanding planning and time-management capabilities; and superior organization skills and dedication to completing projects in a timely manner.
- Ability to work in a diverse environment; experience working collaboratively with others; capability of adjusting priorities and deviating from routines.
- Knowledge and understanding of state and federal wage and hour laws.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Must be able to maintain confidentiality.

Preferred attributes:

- Progress towards Certified Compensation Professional (CCP) Designation from the World at Work professional organization.
- Training and experience in Peoplesoft Human Resources Management System (HRMS).



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Inez Colon
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EOE