

Global Compensation Analyst

Department / Subdepartment: Human Capital / Human Resources
Organizational Relationship: Reports to Senior Manager of Global Compensation
FLSA Status: Exempt
Last Updated: February 3, 2025

General Summary:

The Compensation Analyst serves as a central point of contact to provide analysis and guidance on compensation related matters for the Staff population under the direction of senior management. The Analyst provides operational support to the Human Capital Department in the execution of compensation-related projects. The Analyst also provides expertise regarding compensation related analysis particularly related to annual headcount/salary budgeting and ongoing headcount/salary variance reporting. The Analyst also supports the overall effectiveness and quality of compensation plans and programs, including the execution of compensation-related projects strategy, philosophy, analysis, reporting, training and research.

Essential Duties and Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Use market data to provide compensation recommendations for individual positions across the firm. Identify comparable positions and industries to make recommendations for hard-to-find or unique positions.
2. Conduct job analyses on both existing and new jobs to determine appropriate salary level according to firm guidelines and market conditions.
3. Provide compensation analysis at the person-to-person, job-to-job, office-to-office, and firm-to-market levels to ensure equity and competitiveness.
4. Stay abreast of available compensation surveys and compensation-related market research to identify and review those products which the firm should use as analysis and research tools on a regular basis.
5. Stay current on all compensation related regulations and help to ensure compliance of current compensation policies and process.
6. Participate in salary surveys and analyze market compensation survey results to determine the firm's market relationship.
7. Use market data, government data, and other sources to provide recommendations to senior management regarding compensation-related matters.
8. Provide support on annual compensation cycles including administration, reporting, auditing, communication, and end-user requests as needed.
9. Liaise with Human Capital teams and firm leadership to provide requested analysis and suggest potential additional analysis based on the problems/questions of firm managers.
10. Produce standard and ad-hoc reports regarding compensation and related workforce trends, analyzing results to identify root issues and/or make recommendations to senior management.

11. Promote effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required; focus in human resources, finance, or related field preferred.
- Certified Compensation Professional (CCP) certification a plus.

Work Experience

- Minimum of three (3) years compensation administration, human resources, or financial analysis experience required.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles, general ledger, budgeting and budget variance analysis.
- Comprehensive knowledge of compensation and benefits practices.
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.
- Ability to work in a team environment with a customer service focus.
- Strong communication skills, both written and verbal.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines.
- Strong analytical skills needed.
- Develops knowledge of firm procedures.
- Ability to perceive and analyze problems and develop alternative strategies to solve them.
- Knowledge and proficiency with Human Resources Information Systems, preferably PeopleSoft.
- Knowledge and proficiency in PC applications, including MS Office.

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.