

# JOB DESCRIPTION

<b>Title:</b>	Compensation Analyst	<b>Department:</b>	Human Resources
<b>Business Unit:</b>	Invesco	<b>Date:</b>	Dec, 2009
<b>Reports To:</b>	Mgr, Compensation	<b>FSLA/Job Code:</b>	Exempt

## **GENERAL PURPOSE OF POSITION**

This position is responsible for supporting the Compensation Manager in all aspects of compensation management for several business unit(s).

## **PRIMARY DUTIES AND RESPONSIBILITIES**

- Conduct compensation analysis for pay components including base salaries, incentive plans, and equity.
- Submission of data to a variety of surveys on compensation elements
- Review compensation data and levels for consistency across a particular business unit or multiple units.
- Produce quarterly incentive plan updates
- Provide consultation with HR business partners on compensation related matters, such as job classification, base pay administration, FLSA guidance and variable pay guidance
- Utilize compensation systems to create and run reports on a variety of compensation elements
- Maintain various data elements in a variety of HR systems

## **POSITION QUALIFICATIONS**

- Bachelor's degree and/or equivalent work experience
- One year of HR/compensation experience
- Strong verbal and written communication skills
- Excellent analytical skills
- Detailed oriented
- Ability to work in a team environment, and work well with others inside and outside the company

## **KEY COMPETENCIES**

1. Exhibits Integrity
2. Maintains Client Focus
3. Builds Partnerships
4. Achieves Excellence
5. Decision Making/Analytical Skills

### **Submit resumes to:**

sybil.wermert@invesco.com  
404-962-8279 - fax

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, qualifications or working conditions associated with this position. Job descriptions may be altered at the discretion of management based on business needs.