

# Compensation Analyst

## Human Resources Department

**Summary:** Under general supervision of the Director of Compensation, the Compensation Analyst will assist with the design, management, and administration of the Firm's compensation program for professional staff in addition to other department initiatives. This includes managing all compensation policies and guidelines, administering the annual merit and bonus award processes as well as collaborating with the staff recruitment team and department managers to benchmark new and existing positions. This role will serve as a key contributor to the management of the Firm's global compensation program.

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### Qualifications:

- Bachelor's degree in Human Resources or business related field; Certified Compensation Professional (CCP) or other compensation designation desired.
- 5 or more years' experience working in a compensation analysis role – preferably in a law firm or professional services industry.
- Advanced Excel skills.
- In-depth experience with HRIS systems – Workday preferred.
- Strong organization, analytical and financial modeling skills, with proven ability to translate analysis into themes and recommended actions.
- Strong planning, problem solving, and execution skills.
- Ability to work confidentially with sensitive information.
- Team oriented, collaborative, positive and results focused.

### Duties and Responsibilities:

- Review and maintain job descriptions, job classifications, and salary ranges.
- Analyzes employee job descriptions in conjunction with the Firm's grading structure and proposes appropriate placement within compensation structure.
- Assist in the annual staff merit process and assist the firmwide Directors throughout the process. Analyze changes in market, inflation, and industry salary increase projections. Identify staff below market and recommend corrections.
- Create and distribute the staff compensation statements.
- Collaborate with HRIS team to configure, enhance, and launch the systems designed to support the annual compensation planning process. In addition, enter information into our HR system for compensation planning purposes.
- Lead the Firm's participation in all general, industry and country specific compensation surveys. Gather and coordinate all survey data input and track results.
- Analyze market-based compensation survey results using statistical analysis to show trends in compensation change and impact on employee compensation.
- Benchmark staff positions against survey data and other market intelligence to assess the Firm's competitive posture.
- Collaborate with hiring managers and recruitment team to market price new and existing staff positions.
- Assist with development and implementation of appropriate compensation structures for each geography. This structuring may involve configuring pay grades and evaluating new employee titles and ongoing reclassification.

## Qualifications (continued):

- Ability to effectively communicate orally and in writing.
- Work Conditions
  - Based in Washington, D.C.
  - Core hours of 9:00 am – 5:30pm, Monday – Friday; Primarily remote with periodic in-office requirement.

## Duties and Responsibilities (continued):

- Assesses jobs and their respective duties to determine classification as exempt or nonexempt and appropriate salary range.
- Tracks any special/exceptional payments, attraction and retention bonuses, and other incentive payments.
- Along with Director, continually review the market for best-in-class compensation systems that may enhance our compensation planning process.
- Manage compensation and job profiles within HRIS system to facilitate hiring and promotions to newly created roles.
- Research and recommend best practices for compensation process improvement. Implement quality control measures to ensure accuracy and consistency of systems data.
- Complete EEOC reporting and filings.
- Assist with annual budget development and monthly variance review in addition to compensation reporting and dashboards.
- Process compensation and benefits invoices.
- Participate in benefits surveys and assist with plan/enrollment audits.
- Assist Comp Director with counsel pension plan enrollment and adjustments.
- Provide backup assistance with weekly Benefits Orientation.
- Other duties and projects as assigned.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

**Status:** Exempt

**Reports To:** Director of Compensation

**Workplace Type:** Remote

Salary range is \$86,000 - \$121,000

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