**Senior Compensation Analyst**

<https://gopenske.taleo.net/careersection/.penske.ex.jsa.hs/jobdetail.ftl?lang=en&job=1903383>

**Position Summary:**

The Senior Compensation Analyst will provide compensation analysis and consultation to all levels of management. This support includes job evaluations, salary recommendations, pay reviews, and responding to general compensation inquiries. Additionally, this position will provide guidance to managers on compensation policies and practices to ensure compliance and provide system support to end users when necessary.

**Major Responsibilities:**

• Provide compensation support and consultation to various corporate departments and field locations. This includes ensuring that pay actions are completed timely and within compensation guidelines.

• Provide guidance to HR managers to develop total compensation solutions and comprehensive pay decisions.

• Identify pay trends and develop recommendations to address any areas of opportunity.

• Assist in audits and reviews to ensure pay compliance.

• Ensure that jobs are properly documented and structured. Evaluate new positions using point-factor methodology and market data.

• Annual review of compensation incentive plans to ensure that plans are up to date, in compliance, and include all applicable positions covered by the plan. This includes further analysis to ensure plans are providing the necessary motivation and rewarding performance.

• Participate in salary surveys and analyze data on a regular basis to confirm market competitiveness.

• Deliver training to HR and Managers to educate them on our compensation philosophy, practices and systems.

• Actively participate in projects that impact associate compensation and organizational hierarchy, offer compensation support when necessary.

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• 6 years Compensation experience required, preferably in a multi-state environment.

Bachelor’s degree preferred or relevant compensation experience  
• Experience with variable pay plans, budget and structure activities, and job evaluation (point-factor methodology) preferred.   
• 3 years HR/Finance Analytics strongly preferred.  
• CCP required or willingness to obtain within 2 years. PHR and/or SHRM-CP a plus.  
• Internal Penske field experience a plus.  
• Strong written and verbal communication skills.  
• Advanced Excel skills required. Access and PowerPoint preferred.   
• Regular, predictable, full attendance is an essential function of the job  
• Willingness to travel as necessary, work the required schedule, work at the specific location required, complete Penske employment application, submit to a background investigation (to include past employment, education, and criminal history) and drug screening are required.

**Physical Requirements:**  
-The physical and mental demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
-The associate will be required to: read; communicate verbally and/or in written form; remember and analyze certain information; and remember and understand certain instructions or guidelines.  
-While performing the duties of this job, the associate may be required to stand, walk, and sit.  The associate is frequently required to use hands to touch, handle, and feel, and to reach with hands and arms.  The associate must be able to occasionally lift and/or move up to 25lbs/12kg.  
-Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Penske is an Equal Opportunity Employer.

**About Penske Truck Leasing**  
Penske Truck Leasing Co., L.P., headquartered in Reading, Pennsylvania, is a partnership of Penske Corporation, Penske Automotive Group and Mitsui & Co., Ltd. A leading global transportation services provider, Penske operates a premier fleet of vehicles and serves its customers from locations in North America, South America, Europe, Australia, and Asia. Penske’s product lines include full-service truck leasing, contract maintenance, commercial and consumer truck rentals, used truck sales, transportation and warehousing management and supply chain management solutions. Visit [www.GoPenske.com](http://www.gopenske.com/) to learn more.