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### **Senior Compensation Analyst:**

Assists in the development and coordination of all compensation initiatives for processes/initiatives worldwide, such as job leveling, market pricing/analysis.

Works closely the local HR managers on business compensation needs and assists on the development of programs to attract, reward, motivate and retain employees.

Maintains Sales Incentives/Commission plan participation and plan design costs. Confirms the calculations of various incentive plans/payments. Assists in the design/update of sales incentive plans and other variable pay plans.

Works with Manager-Compensation in determining market positions and their relation in determining possible salary structures movement and merit budgets. Participates in external surveys to determine pay practices and market rates geographically and industry specific. Identifies market trends to establish competitive positioning within the market place. Accesses a variety of Compensation tools such as Towers Watson Rewards Data Base, etc.

Maintains compensation data elements/fields in ADP/SAP. Develops concise and comprehensive compensation reports and statistics for management. Maintains affirmative action, job codes, job titles, etc.

Coordinates annual salary planning process, market and salary adjustments, promotions, bonus payments and merit increases consistent with performance measures.

Conducts job evaluations to determine appropriate job levels based on level criteria, documents decisions and prepares communications. Reviews jobs regarding FLSA, exempt/non-exempt status.

Maintains Risk Assessment program documents and analyses.

### **Required Skills**

Candidate must possess a Bachelors degree and at least 3-4 years of compensation experience.

Must have strong attention to detail, advanced analytical, organizational, problem-solving and written/verbal communications, project management and process improvement skills to coordinate multiple competing priorities.

Superior proficiency in Excel, PowerPoint, Access, HRIS required. Experience in SAP. Must be able to maintain highly confidential data. CCP or pursuit of CCP is preferred.

**Job Location**

Port Washington, NY, USA

**Position Type**

Full-Time/Regular

NO RELOCATION ASSISTANCE IS BEING OFFERED FOR THIS POSITION.

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Click on the careers link and look for the position under the Human Resources category.