



**JOB DESCRIPTION:** Compensation Analyst

**REPORTS TO:** Client Services Principal

Exempt

**JOB BRIEF:**

Orion is seeking an experienced Compensation Analyst who has worked within public safety (either law enforcement or fire) to join our Client Services team. This position will be responsible for analyzing customer business processes as it relates to employee time and attendance and the resulting compensation requirements. They will serve as a key implementation resource within this area of expertise working as part of the Client Services team to meet project delivery milestones.

**POSITION RESPONSIBILITIES**

- Gather client requirements using interviews, document analysis, site visits, business process descriptions, use cases, task and workflow analysis.
- Evaluate information gathered from multiple sources, reconcile conflicts and distinguish user requests from the underlying true needs.
- Proactively communicate and collaborate with external and internal customers to analyze information needs and functional requirements.
- Deliver the documentation as needed for each customer in terms of business, functional and (potentially) interface requirements.
- Develop requirement specifications according to Orion standards.
- Coordinate requirements walk-through and sign-offs, verifying with customer representatives/stakeholders that use cases accurately portray specific business needs.
- Contribute input to client project plans.
- Recommend business process and workflow improvements based on compensation requirements and adaptation to an online experience.
- Provide product feedback to Orion Engineering regarding software enhancements.

**REQUIRED SKILLS**

- Strong analytical and business skills, including a thorough understanding of public safety compensation requirements.
- Supervisor ability to interpret and translate customer requirements into Orion application and operational requirements.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.
- Ability to successfully engage in multiple client initiatives simultaneously.
- Customer-centric attitude motivated by continuous improvement and knowledge-sharing.
- Leads by example with a professional and positive attitude.
- Excellent teamwork and collaborative skills





- Fosters open dialogue and a positive environment of trust and constructive feedback.
- Creates strong morale and spirit, and shares wins and successes.
- Ability to successfully influence cross-functional teams.

#### **COMPUTER SKILLS**

- User (functional) knowledge of Orion software
- Microsoft PowerPoint, Visio, Word and Excel
- Liquid Planner (desired)

#### **EXPERIENCE**

- 3-5 years of payroll administration
- Experience in public safety administration (desired)
- BA in business administration; or university program certificate; or two to four years related experience and/or equivalent combination of education and experience.

