

Job Description



Job Title:	Compensation Policy Analyst (IMC0098)		
Location:	Arlington VA	Travel Required:	Minimal
Level/Salary Range:	Dependent on qualifications	Position Type:	Full-Time
Date Posted:	8/23/19	Posting Expires:	When Filled
Mandatory Job Requirements:	<ul style="list-style-type: none"> • Please note that pursuant to a government contract, this specific position requires U.S. Citizenship. • All applicants must have current DoD Top Secret clearance eligibility day one and prior to entry on duty with the ability to pass an SSBI background investigation to up-scope their clearance to Top Secret/SCI. 		
Applications Accepted By:			
E-mail: Michelle Might, Corporate Recruiter, michelle.might@imcva.com Email Subject Line: Compensation Policy Analyst - OUSDI			
Job Description			

Responsibilities:

The candidate shall provide support to the Human Capital Management Office by completing the following tasks:

1. Compensation research and analysis:

- Lead the development and deployment of a comprehensive total rewards strategy that attracts and retain talent for DoD Intelligence Community.
- Consult on compensation matters with Director, Personnel and Readiness and HR leaders.
- Perform deep analysis on effectiveness and competitiveness of existing compensation programs and model potential impact of alternatives.
- Conduct job evaluation using market data and internal evaluation and regularly analyze our market position on jobs.
- Assist Director, Personnel and Readiness with development of proposals and presentations about compensation programs (including market data and appropriate pay levels/targets) to influence and educate senior-level decision makers.
- Draft plans, educational materials, and communications designed to provide associates, managers, and HR partners with timely and accurate information regarding compensation initiatives.

2. DCIPS policy advisor and program management:

- Supporting the development and revision of policy, providing substantive HR expertise in the drafting of policy documents; managing the coordination of documents through the Defense Intelligence and Department of Defense policy portals, and resolving issues that arise during coordination with subject matter experts in the Defense Components across the Defense Intelligence Enterprise.



- Drafting content for documents, correspondence, and staffing packages in accordance with Departmental correspondence procedures.

3. Personnel policy analysis and strategic workforce planning:

Provide Human Capital analysis and strategic work force planning expertise and communications support associated with the oversight and management of Strategic Workforce Planning within the Defense Intelligence Enterprise, including:

- Drafting policy and leadership responses on human capital and strategic workforce planning tasks in support of a *Total Workforce* (both military and civilian). Analysis shall include the identification of Defense Intelligence Enterprise workforce risk anomalies.
- Performing analysis on civilian, military and contractor workforce data from across the Defense Intelligence Enterprise to assess mission readiness and provide substantive assessments and recommendations to HCMO leadership.
- Providing substantive support to the development of strategic workforce planning documents as required.
- Developing professional quality presentations tailored to audiences throughout the Defense Intelligence Enterprise.
- Providing support in the presentation of the reports to OUSD(P&R) and any follow-on inquiries as to reports preparation, data gathering, validation, and the initiative's enduring integration into applicable Components' institutional plans.

Basic Required Qualifications and Skills:

Note: These are mandatory items that all candidates must have when making application to IMC for this position. Please ensure that your submission addresses each of these requirement items. Candidates without these required elements will not be considered.

- Bachelor's Degree in Accounting, Statistics, Business Administration, Economics, Finance or Human Resources.
- Minimum 4 years of experience in compensation, finance, or analytics, or a combination of the three.
- Minimum 2 years of experience in a client consulting role.
- Significant communication (especially writing) skills
- Experience with benchmarking tools such as MarketPay.
- Skill and knowledge in the collection, analysis and determination of market salary and total compensation data.
- Strong analytical and quantitative skills for financial modeling, salary structure design, incentive plan design, market benchmarking and job evaluation.
- Strong knowledge and experience with HRIS systems.
- Experience building compensation models and conducting pay analysis
- Knowledge of human resources and compensation including knowledge of relevant Federal, State, Local laws/regulations relating to compensation.
- **Please note that pursuant to a government contract, this specific position requires U.S. Citizenship.**



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Desired Qualifications and Skills:

It is desirable that the candidate has the following qualifications:

- Master's degree and/or CCP or CBP preferred.
 - CCP - Certified Compensation Professional
 - CBP – Certified Benefits Professional
- Public relations skills including courteousness, tact, and good verbal and writing communications skills. Expert analytical writing skills.
- Ability to work independently, self-motivated, and work cooperatively with other office personnel.
- Experience with MS Office products including SharePoint.
- Experience in a DoD environment is preferred and OUSD (I) experience is highly preferred.

Background Information:

Innovative Management Concepts, Inc. (IMC), a Service-Disabled, Veteran-Owned Small Business, provides a broad range of information technology services to government and commercial clients. Since its founding in 1989, IMC has offered solutions and expertise in: IT operations and maintenance, cyber security, systems and network engineering and support services, cloud/hosting services, software engineering and development, website services, software quality assurance and testing (including IV&V), and project management. IMC is certified in International Organization for Standardization (ISO) 9001:2015 Quality Management, ISO 27000:2013 Information Technology Security Management, and ISO 20000:2011 Information Technology Service Management. Find out more about IMC at www.imcva.com.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.