



# First Solar Job Description

**Job Title:** Global Compensation Analyst II

**Reports To:** Sr. Manager – Compensation, Benefits and Payroll

**Job Status:** Exempt

## Basic Job Functions:

Provide analytic support for First Solar's Compensation programs globally. Compensation programs include but are not limited to Base Salary Administration, Short Term and Long Term incentive plans, Allowance plans, Salary Structure administration

## Education and Experience:

- Bachelor's degree in HR, Business or related field required
- CCP preferred
- 3-5 years of progressive Compensation related experience in a corporate compensation environment
- Significant experience with market-based job evaluation systems required
- Knowledge of relevant compensation regulations (FLSA, SOX, etc.)
- Experience with annual planning cycle activities required
- Experience with bonus plan administration preferred
- Experience with equity-based rewards preferred

## Required Skills/Competencies:

- Intermediate Microsoft Office Skills including Excel, PowerPoint, Word
- Strong interpersonal, analytical, logical reasoning, and effective business written & verbal communication skills
- Ability to work independently and effectively manage multiple tasks
- Experience with Oracle or Workday HRIS systems preferred

## Essential Responsibilities:

- Market price new and existing roles using market survey data
- Provide support to global benchmarking strategy by performing Global market-based job evaluations and leveling using the Willis Towers Watson global grading tool.
- Participate in Global compensation surveys by preparing general survey submission data for all Global locations
- Support the annual Salary Increase and LTI planning process activities including the testing and configuration of the Salary Increase and LTI planning tool in the HRIS system
- Support the development and review of all global banding salary structures
- Assist with the creation of all global salary increase matrices
- Assist with the administration of Short and Long-term incentive programs which include the Annual Bonus Plan, and Leadership LTI
- Assist with the administration of the Supernova and Excellence in Action Recognition cash award programs.
- Administration of the MarketPay market pricing web based tool
- Provide audit support of data in the HRIS record-keeping system
- Create and assist with the delivery of compensation related training and communications for all levels of associates

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- Maintain effective partnerships with HR to ensure that compensation solutions maintain internal equity while meeting business needs
- Assist with Executive Compensation initiatives as needed
- Assist Benefits team with projects as needed
- Other duties as assigned

#### **Reporting Relationships:**

- No direct reports.

#### **Travel:**

- No regular travel is required outside the First Solar work site.

#### **US Physical Requirements:**

##### Office Physical Requirements:

- All positions in our office require interaction with people and technology while either standing or sitting. In order to best service our customers, internal and external, all associates must be able to communicate face-to-face and on the phone with or without reasonable accommodation. First Solar is committed to compliance with its obligations under all applicable state and federal laws prohibiting employment discrimination. In keeping with this commitment, it attempts to reasonably accommodate applicants and employees in accordance with the requirements of the disability discrimination laws. It also invites individuals with disabilities to participate in a good faith, interactive process to identify reasonable accommodations that can be made without imposing an undue hardship.

*Potential candidates will meet the education and experience requirements provided on the above job description and excel in completing the listed responsibilities for this role. All candidates receiving an offer of employment must successfully complete a background check and any other tests that may be required.*

*Equal Opportunity Employer Statement: First Solar is an Equal Opportunity Employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to race, color, religion, sex, age, national origin, veteran status, disability, sexual orientation, or gender identity. We recognize that diversity and inclusion is a driving force in the success of our company.*