AUBURN
Human Resources

Exec Dir, Comp & Class

Job Description

JOB INFORMATION

Job Code	EB09
Job Description Title	Exec Dir, Comp & Class
Pay Grade	HR16
Range Minimum	$130,410
33rd %	$173,880
Range Midpoint	$195,610
67th %	$217,340
Range Maximum	$260,810
Exemption Status	Exempt
Approved Date:	7/30/2021 11:13:53 AM
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JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Compensation

JOB SUMMARY

Develops and directs the classification and compensation program for non-faculty employees of Auburn University

RESPONSIBILITIES

- Develops and implements classification/compensation guidelines in accordance with compensation philosophy.
- Directs preparation of job descriptions and completion of job evaluations.
- Manages and conducts job analysis to determine appropriate salary level according to guidelines and policy.
- Advises management on compensation and classification for employees and provides guidance and assistance, training, and policy interpretation to executives, supervisors, and employees.
- Analyzes compensation policies and structures in relation to government regulations and prevailing wage rates and recommends changes as appropriate to establish and maintain competitive rates in accordance with the compensation philosophy.
- Manages the maintenance of position, job, and employee records and files related to compensation, classification, and performance management.
- Analyzes organizational pay practices and makes recommendations for salary changes to ensure equity.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field	and	7 years of	Experience in the direction and management of classification and compensation services and projects	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents, and laws related to the classification and compensation of employees.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.