AUBURN
Human Resources

Asst Mgr, Compensation Administration

Job Description

JOB INFORMATION

Job Code	EB21
Job Description Title	Asst Mgr, Compensation Administration
Pay Grade	HR11
Range Minimum	$68,050
33rd %	$86,200
Range Midpoint	$95,270
67th %	$104,340
Range Maximum	$122,490
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/18/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Compensation

JOB SUMMARY

Reporting to the Director, Compensation and Classification (C&C), the Assistant Manager designs, implements, and monitors compensation programs and the relevant data systems for non-faculty employees. Facilitates the coordination, review, evaluation, and recommendation of position creation and reclassification within area of responsibility while adhering to existing policy, procedures, and practice. This includes job analysis, job evaluation, market pricing, assigning FLSA designation and applying the internal pay decision tool. Plans, develops, and implements new and revised compensation programs, policies, and procedures to align with the university's goals and competitive practices.

RESPONSIBILITIES

- Monitors the effectiveness of existing compensation policies, guidelines and procedures recommending plan revision as well as new plans that are cost effective and consistent with compensation trends and objectives. Coordinates implementation and provides guidance to classification and compensation administration team.
- Responsible for managing annual and ongoing compensation programs and processes for the University including creating timelines, communications, system, and compiling data for management review.
- Develops, recommends, implements, and monitors policies, procedures, and processes in support of effective and efficient classification and compensation pay processes for non-faculty employees. These include both internal and external procedures regarding base pay as well as other forms of compensatory payments.
- Assists with advisement of employees, supervisors, department heads, and Human Resources Liaisons on compensation and classification practices, policies and procedures via phone, email, or in person.
- Makes recommendations which are consistent with university objectives. Notifies the Director, C&C of any irregular occurrences or potential issues that are not consistent with AU or Compensation practices, policies, and procedures.
- Collaborates with the Manager, C&C Admin on complex or unique compensation requests.
- Collaborating with the Manager, Comp & Class Admin and the AUHR Assoc Dir, HR Information serves as project leader for classification and compensation programs and supporting (external and internal) systems implementation and maintenance, including enterprise system compensation-related table maintenance, workflow process platforms and database systems.
- Ensures compensation programs and practices comply with university policies, and state and federal regulations.
- Conducts annual analysis of changes in the market values across job families, making recommendations for competitive adjustments to the university’s multiple pay structures.

RESPONSIBILITIES

- Collaborates with the Director, C&C and Manager, C&C Administration to maintain the required content of the external survey library and associated costs, assuring the university has sufficient market benchmark data representing the significant majority of AU jobs.
- Collaborates with the Director, C&C for any needed new or revised policies, procedures, and processes.
- Develops, coordinates, and maintains compensation training program content for managers, supervisors, and employees.
- Creates standard job descriptions and collaborates with customers to revise position descriptions in alignment with the established organizational structure, job architecture, and established methodology.
- Reviews, analyzes, and processes salary offers. Ensures supervisor reviews and supports offers whose collaborative salary recommendation is outside of the suggested salary interval.
- Participates in local, regional, and national salary surveys and peer requests and conducts classification and compensation studies of market data, salary budgets, pay range movement, and pay practices.
- Supports overall compensation operations, service, and support through the creation, development, and maintenance of tools, processes, systems, and framework to include Smart Sheet processes, AU Pay Evaluator, and job architecture.
- Maintains awareness of, reviews, maintains, promotes, and implements compensation-related strategies, programs, policies, procedures, and practices. Assists in the identification of process- and practice-related opportunities for improvement and collaborates with supervisor to implement continuous improvement activities. Creates compensation-related content for training, presentations, and meetings and may assist with delivery to HR Liaisons, supervisors, and employees.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	in Human Resources, Mathematics, Management, Business Administration, Industrial/Organizational Psychology or related field. MBA is highly desirable.	and	5 years of	Demonstrated successful experience in the development, implementation and management of classification and compensation policies, programs, 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 variety of classification and compensation of employees, including job content analysis and evaluation, job description writing and related content-validity implications, employee pay decision-making methodologies, market pricing, pay structure and range development, merit increase and equity funding along with communications and training.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CCP - Certified Compensation Professional	CCP (certified compensation professional) is highly desirable.	Upon Hire	Desired	

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			10 lbs
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		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required