AUBURN
Human Resources

Mgr, Compensation & Classification Administration

JOB INFORMATION

Job Code	EB68
Job Description Title	Mgr, Compensation & Classification Administration
Pay Grade	HR12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
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	1/21/2022

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Compensation

JOB SUMMARY

Reporting to the Exec Dir, Compensation Management, plans, directs, organizes, and controls the day-to-day operational position classification and compensation pay actions ensuring compliance with university policy and procedures, as well as State and Federal regulations. Serves as subject-matter-expert and advisor regarding AU's Compensation Program and its implementation, including the development of sustainable administrative guidelines for the program. Directly supervises and two or more full-time staff in the execution of these responsibilities.

RESPONSIBILITIES

- Plans, directs, organizes, and executes the day-to-day operational administration of position classification and compensation pay actions for administrative professional and university staff positions.
- Ensures that all classification activities are consistent with university procedures actions including, position reviews, analyses, development of content-valid job descriptions, consistent job evaluation, market pricing, and allocation of jobs to appropriate pay structures and pay grades.
- Ensures that all compensation pay actions are consistent with university procedures actions, including the effective reviewing, validating, and coaching field human resources staff and supervisors regarding well-informed pay decision-making using AU’s Pay Evaluator.
- Provides advice to customers regarding work organization, classification and pay decisions, policy and guideline interpretation and creative solutions to specific compensation-related challenges.
- Collaborates with designated Human Resources Liaisons and supervisors in the proper us of the Pay Evaluator. These pay actions include new hire and promotional pay offers, pay alignment opportunities that may be triggered from related actions, as well as, job growth promotions resulting from reclassifications.
- Establishes and monitors appropriate measures to ensure position and pay actions are being completed in an effective and timely manner.
- Oversees the review and support for other pay actions including out-of-class payments and establishing multiple z-jobs.
- Collaborating closely with the Manager, Compensation Programs, this position services as subject-matter-expert and advisor regarding AU’s Compensation Program and its implementation, including the development of sustainable administrative guidelines for the program.
- Manages professional employees including the selection, training, performance management and professional development.

RESPONSIBILITIES

- Monitors the effectiveness of existing compensation policies, guidelines and procedures recommending plan and program revisions that may improve cost effectiveness and consistency with compensation trends and objectives.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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; MBA is highly desirable.	and	5 years of	Demonstrated progressively responsible experience in the administration and management of classification and compensation services and projects.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents, and laws related to the classification and compensation of employees.	
Possesses and applies a broad knowledge of principles, practices and procedures in the field of classification and compensation with demonstrated understanding of work organization and project execution, often including complex and difficult assignments.	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.