AUBURN
Human Resources

Dir, Compensation & Classification

Job Description

JOB INFORMATION

Job Code	EB77
Job Description Title	Dir, Compensation & Classification
Pay Grade	HR16
Range Minimum	$130,410
33rd %	$173,880
Range Midpoint	$195,610
67th %	$217,340
Range Maximum	$260,810
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	9/12/2022

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Compensation

JOB SUMMARY

Reporting to the Associate Vice President for Human Resources, the Director, Compensation and Classification directs the administration and maintenance of competitive compensation programs for all non-instructional staff. Ensures content validity throughout position and pay action processes through effective classification and well-informed pay decision. Collaborates with AU Human Resources leadership team and campus leadership and designated HR liaisons regarding alignment of compensation management programs with AU's current and future workforce requirements. Recommends and drafts compensation policies and procedures consistent with the sustainable maintenance of the university's compensation programs. Responsible for monitoring organizational pay practices and making recommendations for adjustments as needed to ensure equity. Recommends program and process changes, participates in the development, implementation and maintenance of new projects and programs. Works closely with the Office of Budgets and Business Operations regarding the university's competitive position with external talent markets. Advises management on compensation and classification practices; providing guidance and assistance, training, and policy interpretation to executives, supervisors, and employees.

RESPONSIBILITIES

- Classification: Responsible for managing the efficient, effective, and timely day-to-day operational administration and maintenance of classification (position) activities including position reviews, analyses, development of accurate, content valid job descriptions, consistent internal job evaluation plan administration and external market pricing, annual maintenance of the university’s job family-based pay structures, and the allocation of jobs to appropriate pay structures and pay grades.
- Compensation: Responsible for managing the efficient, effective, and timely day-to-day operational administration and maintenance of compensation administration (pay) activities including consistent administrative support, validation, and coaching with customers regarding well-informed pay decision-making for all pay adjustments, including internal and external new hire offers, reclassification-based promotional pay levels, corrective pay alignments, "out-of-class" payments and establishing multiple "z-jobs", and merit-based pay opportunities. Oversees the appropriate creation and maintenance of position, job, and employee records related to compensation and classification administration, collaborating with the Associate Director, HR Information regarding the maintenance and manipulation of electronic data.
- Compliance: Monitors wage and hour regulations and prevailing market rates, recommending changes as appropriate to establish and maintain competitive salaries in accordance with the University’s compensation philosophy. Ensures that classification and compensation administration activities are in accordance with Auburn University’s compensation policies, as well as compliant with applicable State, Federal regulations, including content validity throughout the classification and compensation administration process outcomes.

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	From an accredited institution in Human Resources, Management, Business Administration, Industrial/Organizational Psychology, or a related field.	and	7 years of	Experience in the administration of compensation and classification programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents and laws related to the classification and compensation of employees.	
Knowledge of human resources information systems, such as Banner; and automated processes for managing compensation/classification workflow and processes, such as People Admin, SharePoint, etc.	
Computer literacy and proficiency with software applications, including spreadsheet (full proficiency with Excel VLOOKUP and Pivot Tables) and database management.	
Ability to analyze data and generate reports.	
Strong interpersonal skills and ability to effectively communicate and interact with diverse constituency at all levels of the institution.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certification through the Human Resources Certifications Institute, Society for Human Resource Management and/or World at Work certification (CCP).	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.