

---

## Auburn University Job Description

Job Title:	<b>Spec, Compensation &amp; Classification</b>	Level I	Grade HR07 \$40,000 - \$64,000
Job Code:	<b>EB05</b>	Level II	Grade HR09 \$48,700 - \$82,800
FLSA status:	Exempt	Level III	Grade HR10 \$54,800 - \$93,200

---

### Job Summary

Reporting to the Manager, Classification & Compensation Administration, this position reviews, researches, analyzes and recommends position classification and compensation pay action decisions according to Auburn University policy, procedures, and processes.

### Essential Functions

1. Facilitates the coordination, review, evaluation, and recommendation of adjustments 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. Collaborates with peers who are also providing services and support for the same area of responsibility in order to provide seamless customer service and quick response times.
2. 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. Asks questions to gather appropriate information, and provides recommendations which are consistent with university objectives. Notifies supervisor of any irregular occurrences or potential issues that are not consistent with AU or Compensation practices, policies and procedures.
3. Creates standard job descriptions and collaborates with customers to revise position descriptions in alignment with the established organizational structure, job architecture, and established methodology.
4. Reviews, analyzes, and processes salary offers. Ensures supervisor reviews and supports offers whose collaborative salary recommendation is outside of the suggested salary interval.
5. 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.
6. 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.
7. Coordinates the development, collection, calculation, tracking, and review of Compensation related metrics, and assists with analysis. Develops and publishes informational reports and dashboards used within various compensation administration processes.
8. 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.
9. May perform other duties as assigned by supervisor.

---

### Supervisory Responsibility

---

---

## **Auburn University Job Description**

### **Supervisory Responsibility**

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

---

---

## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field

#### Focus of Experience

Experience in human resources with an emphasis in classification and compensation administration.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

None Required.

---

### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 1/5/2012

---