



JOB INFORMATION

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|-------------------------|------------------------|
| Job Code | EB09 |
| Job Description Title | Exec Dir, Comp & Class |
| Pay Grade | HR16 |
| Range Minimum | \$122,920 |
| 33rd % | \$163,900 |
| Range Midpoint | \$184,390 |
| 67th % | \$204,870 |
| Range Maximum | \$245,850 |
| Exemption Status | Exempt |
| Approved Date: | 7/30/2021 11:13:53 AM |
| Legacy Date Last Edited | 4/22/2019 |

JOB FAMILY AND FUNCTION

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|---------------|-----------------|
| 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.

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 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.