
Auburn University Job Description

Job Title: **Asst Mgr, Compensation Administration** Grade HR11 \$59,500 - \$107,100

Job Code: **EB21**

FLSA status: Exempt

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.

Essential Functions

1. 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.
 2. Responsible for managing annual and ongoing compensation programs and processes for the University including creating timelines, communications, system, and compiling data for management review.
 3. 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.
 4. 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.
 5. 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.
 6. Collaborates with the Manager, C&C Admin on complex or unique compensation requests.
 7. 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.
 8. Ensures compensation programs and practices comply with university policies, and state and federal regulations.
 9. Conducts annual analysis of changes in the market values across job families, making recommendations for competitive adjustments to the university's multiple pay structures.
 10. 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.
 11. Collaborates with the Director, C&C for any needed new or revised policies, procedures, and processes.
 12. Develops, coordinates, and maintains compensation-training program content for managers, supervisors, and employees.
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13. Creates standard job descriptions and collaborates with customers to revise position descriptions in alignment with the established organizational structure, job architecture, and established methodology.
14. Reviews, analyzes, and processes salary offers. Ensures supervisor reviews and supports offers whose collaborative salary recommendation is outside of the suggested salary interval.
15. 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.
16. 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.
17. 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.

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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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Human Resources, Mathematics, Management, Business Administration, Industrial/Organizational Psychology or related field. MBA is highly desirable.
Experience (yrs.)	5	Demonstrated successful experience in the development, implementation and management of classification and compensation policies, programs, services and projects.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of human resources policies, practices, precedents, and laws related to 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.

Certification or Licensure Requirements

None required; however, certification in compensation with a CCP (certified compensation professional), HRCI, or SHRM is highly desirable.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 8/18/2023

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