
Auburn University Job Description

Job Title:	Mgr, Compensation & Classification Admin	Job Family:	No Family
Job Code:	EB68	Grade HR12	\$66,900 - \$120,400
FLSA status:	Exempt		

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. Provides advice to customers regarding work organization, classification and pay decisions, policy and guideline interpretation and creative solutions to specific compensation-related challenges.
5. Collaborates with designated Human Resources Liaisons and supervisors in the proper use 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.
6. Establishes and monitors appropriate measures to ensure position and pay actions are being completed in an effective and timely manner.
7. Oversees the review and support for other pay actions including out-of-class payments and establishing multiple z-jobs.
8. 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.
9. Manages professional employees including the selection, training, performance management and professional development.
10. 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.

Supervisory Responsibility

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

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, Management, Business Administration, Industrial/Organizational Psychology or related field; MBA is highly desirable.
Experience (yrs.)	5	Demonstrated progressively responsible experience in the administration and management of classification and compensation services and projects.

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

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. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.

Certification or Licensure Requirements

None Required. However, Certified Compensation Professional (CCP) highly desirable.

Physical Requirements/ADA

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

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, .

Date: 1/21/2022
