Auburn University Job Description

Job Title: **Dir, Compensation & Classification**

Job Code: **EB77**

FLSA status: Exempt

Job Family: No Family

Grade HR14: $85,500 - $162,500

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.

Essential Functions

1. 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.

2. 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.

3. 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.

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Supervisory Responsibility

Supervises others with full supervisory responsibility.

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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree from an accredited institution in Human Resources, Management, Business Administration, Industrial/Organizational Psychology, or a related field.
Experience (yrs.)	7	Experience in the administration of compensation and classification programs.

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.

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.

Certification or Licensure Requirements

Certification through the Human Resources Certifications Institute, Society for Human Resource Management and/or World at Work certification (CCP).

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, 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: 9/12/2022