



Job Title	Director, Compensation	Job Code	HR0311
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	Compensation

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Compensation Professionals perform a full scope of activities associated with the development and administration of compensation programs. Review job evaluation requests and proposals, and provide advice on job evaluation, position management, and position salary-setting.

Job Summary

Oversees and manages classification and compensation administration. Designs, develops, implements, communicates, and evaluates compensation practices and programs to enhance UCF’s ability to attract, motivate, and retain employees.

Representative Duties

1. Compensation Administration

- Maintains a compensation program that champions UCF’s compensation philosophy
- Partners with HR and senior management to ensure compensation programs are designed and delivered to align with broader HR and UCF objectives
- Advises on compensation issues and solutions ranging from individual employee recommendations to unique compensation program interventions
- Executes, oversees, and advises on all compensation actions including hires, promotions, demotions, counter offers, market adjustments, pay conversions, reclassifications, special pay increases, one-time performance payments, H1B prevailing wages, creating new classifications, and any special requests
- Provides individual compensation analysis, job evaluations, and position audits
- Oversees the administration of various classification or compensation actions through HR systems
- Manages all facets of UCF’s compensation benchmarking and market pricing initiatives

2. Labor Relations

- Manages university and state mandated increases, working closely with HRIS for data integrity, Payroll, Records, colleges/divisions and collective bargaining units in making compensation decisions that support the increase regulations and guidelines
- Provides labor negotiation support including development and compilation of local salary surveys, researching monetary contract changes, monitoring and updating rosters, and analyzing costs

3. Special Projects

- Conducts staffing studies on requests to assist with funding requests for additional staffing
- Performs organizational reviews and makes recommendations based on the findings

4. Compliance

- Ensures classification and compensation documentation, communication and reporting procedures meet legal and regulatory compliance requirements; stays current on compensation legislation
- Oversees and maintains UCF HR-Compensation reporting analysis, and records as required

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		SPHR; SHRM-SCP; CCP
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.