



Job Title	Manager, Compensation	Job Code	HR0315
Pay Plan	A&P	Pay Grade	20
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

Performs professional, consultative work and support services in the development and administration of university compensation programs.

Representative Duties

1. Compensation Operations

- Manages daily functions of the department by reviewing daily compensation action analyses performed by the compensation analysts
- Co-leads university-wide projects and delegates project work items to compensation analysts as appropriate
- Reviews large college/division market reviews before submitted to Director, Compensation for final review

2. Job and Compensation Analysis

- Serves as an internal consultant lead and subject matter expert in compensation to College/Department management and Human Resources staff on compensation related issues. Consults with supervisors and employees and provides interpretation of University policies and practices as it relates to compensation and wages
- Performs compensation analyses such as job establishments and reclassifications, desk audits, and organizational structure reviews
- Reviews proposed individual salary increases based on university guidelines
- Reviews/recommends hiring rates to determine internal pay equity
- Collaborates with management and human resources staff to create and update job descriptions

3. Salary Administration

- Provides analyses and develops recommendations for the design and evaluation of new or modified compensation programs
- Designs and recommends changes to existing salary structures and compensation policies and procedures
- Performs market studies and internal job analyses to ensure pay practices are competitive both internally and externally
- Generates reports and analyzes data to recommend structure adjustments, provide costing and recommendations for Union wage negotiations, and classification placement
- Prepares custom surveys and participates in external salary surveys
- Maintains compensation software systems to support compensation programs

4. Compliance

- Ensures compliance with state and federal regulations pertaining to compensation
- Provides interpretation of university policies, bargaining agreements, and practices related to compensation

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		PHR; SHRM-CP; CCP; CAC
Licensure(s)		
Work Experience		
4+ years of relevant work 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.