
Auburn University Job Description

Job Title: **Exec Dir, Comp & Class**

Job Family: No Family

Job Code: **EB09**

Grade 40: \$104,500 - \$174,200

FLSA status: Exempt

Job Summary

Develops and directs the classification and compensation program for non-faculty employees of Auburn University

Essential Functions

1. Develops and implements classification/compensation guidelines in accordance with compensation philosophy.
2. Directs preparation of job descriptions and completion of job evaluations.
3. Manages and conducts job analysis to determine appropriate salary level according to guidelines and policy.
4. Advises management on compensation and classification for employees and provides guidance and assistance, training, and policy interpretation to executives, supervisors, and employees.
5. Analyzes compensation policies and structures in relation to government regulations and prevailing wage rates and recommends changes as appropriate to establish and maintain competitive rates in accordance with the compensation philosophy.
6. Manages the maintenance of position, job, and employee records and files related to compensation, classification, and performance management.
7. Analyzes organizational pay practices and makes recommendations for salary changes to ensure equity.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
Experience (yrs.)	7	Experience in the direction and management of classification and compensation 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 the classification and compensation of employees.

Certification or Licensure Requirements

None Required.

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: 4/22/2019
