
Auburn University Job Description

Job Title: **Mgr, Compensation Admin**

Job Family: No Family

Job Code: **EB21**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Plans, develops and implements new and revised compensation programs, policies and procedures in order to be responsive to the university's goals and competitive practices.

Essential Functions

1. Through audits, reports and personal contact ensures the university compensation programs are consistently administered in compliance with company policies and government regulations.
2. Monitors the effectiveness of existing compensation policies, guidelines and procedures recommending plan revision as well as new plans that are cost effective and consistent with compensation trends and objectives; coordinates implementation and provides guidance to staff.
3. Provides advice to staff on pay decisions, policy and guideline interpretation and job evaluation including the design of creative solutions to specific compensation-related programs.
4. Responsible for managing annual and ongoing compensation programs and processes for the University including creating timelines, communications, system and administrative support in compiling data for management review.
5. Oversees the analysis of all new and reclassified jobs and determines classification and grades.
6. Audit pay practices to ensure compliance with federal and state legislation applicable to wage and hour laws and regulations.

Supervisory Responsibility

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.

Auburn University Job Description

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.)	5	Experience in the 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

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/22/2018
