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## Auburn University Job Description

Job Title:	<b>Mgr, Compensation Admin</b>	Job Family:	No Family
Job Code:	<b>EB21</b>	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Reporting to the Exec Dir, Compensation Management, designs, implements, and monitors compensation programs and the relevant data systems for non-faculty employees. Working closely with the Manager, C&C Administration, monitors alignment of programs and processes with departmental strategies and goals. 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. 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 classification and compensation administration team.
  2. Responsible for managing annual and ongoing compensation programs and processes for the University including creating timelines, communications, system, and compiling data for management review.
  3. Develops, recommends, implements, and monitors policies, procedures, and processes in support of effective and efficient classification and compensation pay processes for non-faculty employees. These include both internal and external procedures regarding base pay as well as other forms of compensatory payments including, Out-of-Class (Interim/Acting) and Z-job pays.
  4. Collaborates as a subject-matter-expert with the Mgr, Comp & Class Admin on more complex or unique compensation requests.
  5. Collaborating with the Mgr, Comp & Class Admin and the AUHR Assoc Dir, HR Information serves as project manager for classification and compensation programs and supporting(external and internal) systems implementation and maintenance, including enterprise system compensation-related table maintenance, workflow process platforms and database systems (e.g. Smartsheet, PayScale MarketPay, PeopleAdmin, etc.)
  6. Ensures compensation programs and practices comply with university policies, and state and federal regulations.
  7. Under general supervision, develops annual salary-funding requirements for keep-up (merit increase) and catch-up (pay gaps to market) needs.
  8. Conducts annual analysis of changes in the market values across job families, making recommendations for competitive adjustments to the university's multiple pay structures.
  9. Monitors and maintains the external survey library and associated costs, assuring the university has sufficient market benchmark data representing the significant majority of AU jobs.
  10. Collaborates with the compensation-management leadership team regarding needed new or revised policies, procedures, and processes.
  11. Develops, coordinates, and maintains compensation-training program content for managers, supervisors, and employees.
  12. Monitors and coordinates the accuracy and updates of compensation management programs
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information on the AUHR website and allied materials.

### **Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>
<b>Education</b>	Four-year college degree	egree in Human Resources, Mathematics, Management, Business Administration, Industrial/Organizational Psychology or related field. MBA is highly desirable.
<b>Experience (yrs.)</b>	8	Demonstrated successful experience in the development, implementation and management of classification and compensation policies, programs, 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 variety of classification and compensation of employees, including job content analysis and evaluation, job description writing and related content-validity implications, employee pay decision-making methodologies, market pricing, pay structure and range development, merit increase and equity funding along with communications and training.

#### Certification or Licensure Requirements

None required; however, certification in compensation with a CCP (certified compensation professional) is highly desirable.

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### 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: 1/21/2022

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