



**DATE ISSUED:** 09/07

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Manager, Compensation & Classification

### **JOB SUMMARY**

Performs responsible administrative work in the development and administration of the compensation and classification programs. Responsibilities include formulating and administering policies and procedures related to wage and salary administration, and relevant HRIS components. Work is performed independently under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Human Resources Professional Services

*Supervises:* HR Associate – Compensation & Classification; May supervise clerical support staff, Student Assistants and/or interns

### **PRIMARY DUTIES - May include, but not limited to the following:**

Answers policy and practice questions for area of responsibility.

Responsible for securing approval/disapproval for new positions, promotions, and transfers.

Develops and maintains the job evaluation system.

Analyzes new position and reclassification requests, and determines appropriate position title and salary level.

Analyzes positions for classifying in exempt or non-exempt status in accordance with the Fair Labor Standards Act.

Ensures maintenance of institutional internal equity in all compensation requests.

Conducts job audits to ensure appropriate classification assignments.

Assigns positions to appropriate status; i.e. classified or professional and administrative, based on established guidelines.

Evaluates job duties to identify essential and non-essential functions as defined in the Americans with Disabilities Act.

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Develops and maintains current job descriptions for all staff positions.  
Develops effective wage and salary programs, procedures, and activities conducive to an innovative wage and salary section.  
Assists with the development and implementation of training programs, seminars, or presentations relating to wage and salary administration.  
Analyzes requests for above base starting salary level for promotions and makes recommendations based on employee qualifications and internal equity.  
Responds to questions regarding wage and salary policy and performance evaluation administration.  
Develops documentation of wage and salary records, programs, systems and procedures.  
Assists departments with questions.  
Responsible for assisting with the development, implementation, and maintenance of the system for electronic submission of transaction forms.  
Formulates annual pay plan recommendations based on salary surveys, recruiting and turnover problems, and feedback from administrative officials.  
Produces and distributes an annual pay plan detailing pay policies, position classifications, and pay ranges.  
Conducts salary surveys and participates in salary surveys.  
Conducts research and prepares reports.  
Conducts website review for accuracy of information and links.  
Tests and confirms newly installed Oracle patches for impact on functionality in system.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Responsible for building new positions on the human resources information management system.  
Reviews and corrects all vacancy forms submitted by departments who are interested in advertising a position.  
Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required. Bachelor's degree in Human Resource Management or related field preferred. PHR/SPHR certification preferred.

**EXPERIENCE**

Five years experience in compensation of a human resources office or a related field.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors

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in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***