



UNIVERSITY

The rising STAR of Texas

Manager, Compensation

Job Code 50009583

General Description

Responsible for developing, managing, communicating, and recommending compensation and employee relations human resources policies and procedures and supervising the operations of the compensation sub-unit of the HR Office Compensation Section.

Examples of Duties

Provide leadership and supervision of the compensation sub-unit of the Compensation Section. Research, analyze, develop, write, recommend, communicate, and monitor for compliance operational human resources policies, procedures, and activities in the compensation section. Provide guidance in the achievement of assigned employee tasks, goals, and responsibilities. Recommend and provide encouragement and opportunities for assigned staff to participate in development experiences.

Assess, recommend, and make changes, as appropriate, for assigned area of operation and performance.

Appraise assigned staff accurately, thoughtfully, and in a timely manner.

Serve on and provide support to various university and external permanent and ad hoc committees, task forces, and teams.

Complete special projects and tasks as assigned by the Director and Associate Director as appropriate.

Oversee the completion of job classification audits on new and existing positions.

Complete audit reports and make sure positions are properly classified.

Oversee the completion of salary surveys and pay plan maintenance activities.

Maintain and update HR metrics and reports relating to compensation.

Train university staff on human resources issues and update workshop modules.

Assist in administering the university's staff employee relations program through interpreting regulations, policies, and procedures.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Texas State University System rules and regulations, University Policy and Procedure Statements, and federal and state HR laws including but not limited to FLSA, ADA, and Title VII, and human resources management practices relevant to area of assignment; salary survey methods; job analysis techniques; and employee relations practices and techniques for complaint and grievance processes.

Skill in: Promptly and accurately responding to requests for written information; preparing spreadsheets, reports, memos; working as a team member; mediating disputes; supervising staff; identifying problems inhibiting subordinates work performance; and verifying and monitoring subordinates' time usage; determining correct classification; performing salary surveys; problem solving; and decision making.

Ability to: read and interpret policies, procedures and requests; create and maintain HR metrics; perform intermediate math; communicate with others and convey complex information; supervise employees effectively; conduct presentations; maintain confidentiality; multitask; establish rapport with others and utilize spreadsheet software.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Certified Compensation Professional (CCP) credential preferred.

Other Requirement