



JOB DESCRIPTION

TITLE

Manager, Compensation

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: Executive Director, Human Resources

Supervises: Sr. HR Generalist

ESSENTIAL 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.

- 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.
- Approves and disapproves Manager Self-Serve PTF's Responds to questions regarding wage and salary policy.
- 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, Produces and links to the website the annual pay plan detailing pay policies, position classifications, and pay ranges.
- Conducts salary surveys and participates in salary surveys.
- Conducts research and prepares reports.
- Creates and maintains Compensation website.
- Responsible for building new positions and new departments on the human resources information management system.
- Reviews and corrects all vacancy forms submitted by departments who are interested in advertising a position.
- Tests and confirms newly installed Oracle patches for impact on functionality in system.
- Performs Annual Staff Market Review and provides cost reports to Finance & Administration.
- Approves all iRecruitment vacancies ensuring vacancy availability including verification of salary and position.
- Responsible for development of policies and procedures under area of responsibility and may assist with Human Resources related policies
- Analyzes department requests and provides best outcome solution.
- Responsible for the Supplemental Task Payments and approvals.
- Responsible for processing the Compensation Hiring Exception Form (CHEF).
- Responsible for establishing and approving staff grant positions in coordination with Research & Sponsored Programs.
- Responsible for approving requests for new faculty positions through the New Faculty Approval Form in coordination with Budget.
- Responsible for making recommendation on the Clerical Allocation Plan.
- Responsible for providing TWU Campus Stats to the TWU Leadership and University.
- Prepares the Holiday Schedule according to the State Legislature, provides 2 options to the University Leadership and Staff Council using the approved holiday preference list.
- Conducts New Employee Orientation: Presents new employees with the Compensation programs and presents on TWU's Philosophy and view over customer service.
- Conducts presentations at TWU Conferences, including outside HR conferences.

- Participates in HR CUPA Colleges & Universities Professional Association for HR Surveys.
- Maintains TWU's staff position database (PayScale) with market salary information and TWU's workforce.
- Sets goals for the Compensation work unit in order to achieve Compensation goals. Participates in HR projects as requested.
- Assists in the translation of documents and with Spanish speakers that come in HR.
- 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

Performs other duties as requested.

EDUCATION

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 human resources 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, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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: _____

Employee Printed Name: _____

Manager, Compensation
Date Issued: 03/17
FLSA: Exempt
PTO: VCS

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, gender, sex, sexual orientation, 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.