UNIVERSITY OF SOUTHERN CALIFORNIA

Compensation Manager

Job Code: 117138

Grade: 00
OT Eligible: No
Comp Approval: 3/1/2016

JOB SUMMARY:
Plans, develops, oversees, and implements new and revised compensation programs, policies and procedures for university staff employees. Monitors national, local and industry compensation trends and regulatory requirements to ensure pay provided to university staff is competitive, compliant and equitable to support the university’s goal of attracting and retaining the highest quality staff employees. Analyses university compensation data and participates in industry benchmarking surveys and commissions custom surveys, as needed. Serves as expert managing consulting services provided to the university human resources community; oversees compensation professionals who conduct salary analysis, job audits, and job classifications, as well as other compensation related responsibilities.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Manages administration of staff compensation program and services. Establishes and monitors compliance with program goals and service delivery objectives. Establishes methods of assessment to ensure continuous improvement of program services to meet institutional requirements and school/division needs. Manages the dissemination, interpretation and application of university, state and federal compensation guidelines, regulations and policies and procedures; develops strategies for communicating service updates, including website content, publications, training, personal networking, or other communication materials.

Manages salary survey participation and facilitation of standard and custom internal and third party surveys, as well as manages the survey budget and recommends or makes survey budgetary and resource allocations. Oversees the analysis and evaluation of data for purposes of determining market position.

Directly manages compensation staff. Determines organizational structure, reporting relationships and staffing needs based on program goals. Makes hiring, promotional and salary decisions. Provides staff performance appraisals and determines need for counseling and disciplinary action. Ensures new employees understand duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests to meet business requirements. Authorizes overtime and monitors meal and rest periods for non-exempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to submit timekeeping records, in order to ensure timely payment, if necessary.

Oversees the review of new and revised job descriptions for appropriate classification and proper job family placement. Assures required job profile data, including census codes, are entered into HRIS and modified as regulatory requirements change. Manages the job analysis and evaluation process for reassessment/reclassification, internal promotion and market adjustment requests. Manages the appeals process and makes determinations regarding reclassifications denials, job classification determinations, and internal promotions; has exception authority.
Manages consulting services provided to the university human resources community providing salary analysis and job audits. Advises HR professionals and managers on best practices, new hire compensation offers and market adjustments for existing staff.

Oversees the auditing and monitoring of school/department employee compensation to ensure compliance with university guidelines, policies, federal, state and local regulations; responsible for remediation as required.

Serves as university expert on compensation and job classification issues. Maintains currency with applicable federal, state and local regulations that may affect compensation, new developments in field and best practices. Maintains currency through active participation in professional associations and committees both internal and external to the university. Reads pertinent literature and attends meetings and conferences.

Manages the development and maintenance of internal databases and other analysis tools for internal/external benchmarking data and internal share files to track and monitor compensation data and activity.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

- Essential: [ ] No
- Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's degree
- Combined work experience and education as equivalent

**Minimum Experience:**
- 7 years

**Minimum Field of Expertise:**
- Experience in managing a compensation program in a corporate or university environment. Certified Compensation Professional (CCP). Through knowledge of compensation best practices, principles and theories, wage and hour regulations and compensation methodologies. Ability to identify and solve problems creatively. Knowledge of
mathematics and statistical analysis and presentation of compensation data. Demonstrated analytical, customer service, oral and written communication, and critical thinking skills. Demonstrated excellent interpersonal skills with the ability to interface and communicate with all levels of employees. Ability to multi-task and set priorities in a fast-paced environment.

**Preferred Education:**

Master's degree

**Preferred Experience:**

10 years

**Preferred Field of Expertise:**

Experience in managing a compensation program in a university environment.

**Skills: Other:**

Analysis
Assessment/evaluation
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpersonal skills
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

**Skills: Machine/Equipment:**

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises:  **Level:**
Supervises employees and/or student workers.

**Supervises: Nature of Work:**
Professional/Paraprofessional

**SIGNATURES:**

Employee: ________________________________  Date:_____________________________

Supervisor: ______________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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