



USC University of
Southern California

Compensation Manager

Job Description

JOB INFORMATION

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| <i>Job Code:</i> | 117138 |
| <i>Job Title:</i> | Compensation Manager |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | Supervises employees and/or student workers. |
| <i>Job Family:</i> | HR Administration |
| <i>Job Family Group:</i> | Human Resources |
| <i>Management Level:</i> | 5 Manager |

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 QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |
| | X | Master's degree | |

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X | | 8 years | |
| | X | 10 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | 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. |
| | X | Experience in managing a compensation program in a university environment. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| 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. | | | | |

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. 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. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | 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. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.