



Classification Description

**Job Title: Senior Human Resources Manager,
Classification and Compensation**

Pay Grade: 118

Job Code: 3970

FLSA Status: Exempt

Job Purpose

This position performs advanced technical and professional work in the leadership and support of the College's compensation and classification function of the Human Resources department. The Sr. HR Manager of Classification and Compensation will support and advance HR's role as a strategic business partner through collaboration with all areas of the College community, including but not limited to, all areas of HR, department heads, senior leadership, the budget and payroll offices, IT, and staff/faculty. Oversight includes, but is not limited to, College-wide position control, position description development, paygrade analysis, and overall management of the College's compensation and classification program. Provides information and support to the Chief Human Resources and Organizational Development Officer. Supports FSW's "Dedicate to Graduate" (D2G) mission through daily functional interactions and work performed. Work requires close adherence to stated human resources policies and procedures and applicable federal and state laws.

General Responsibilities

Essential Functions

Manages compensation and classification programs ensuring compliance with related laws, rules, and policies. Responsible for assisting employees with compensation, classification and job description issues, including technical assistance within Banner as it relates to job classification and job descriptions.

Responsible for creating, and maintaining classification and compensation structures within Banner including, but not limited to, Salary Tables, Position Class Codes, Employment Classes ("E-Class") and Position Numbers. Conducts periodic audits of all job related information for accuracy and consistency.

Serves as a strategic business partner through collaboration with department managers and College leadership in organizational development work including departmental/organizational design and restructuring. This work includes review and development of all off cycle position related requests and those received during the annual budget process including, but not limited to, position research and analysis, job description development, pay grade analysis, FLSA status review, career ladder opportunity development, position tracking, and Banner position control. This process involves analysis of requests to ensure internal equity and external competitiveness.

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Oversees processing of submissions to Position Workflow including, but not limited to, new positions, reclassifications, promotions, lateral transfers, salary adjustments, and status changes. Ensures electronic Personnel Action forms are submitted by Class/Comp team for all approved submissions. Prepares and distributes Position Management Worksheets to Budget Office and Talent Acquisition, as appropriate.

Develops complex department reorganization documentation for required approval process.

Collaborates with College leadership and department managers to develop all position descriptions for professional staff positions College-wide. Oversees maintenance of all approved and active job descriptions on FSW website.

Conducts analysis of all positions and job descriptions to determine appropriate pay grade classification according to compensation guidelines and policies. When required, performs desk audits to gather more in-depth information, in order to properly classify positions.

Conducts Fair Labor Standards Act review of all positions and job descriptions and determines proper status according to FLSA Wage and Hour guidelines.

Oversees maintenance of reporting structure for all positions in Banner's NBAPOSN form.

Oversees the maintenance and publishing of the College's Wage and Salary schedule for presentation with the annual fiscal year budget and as needed throughout the fiscal year. Updates regularly to FSW's Human Resources web page.

Oversees preparation and distribution of correspondence related to compensation and classification including, but not limited to, salary adjustments, promotions, lateral transfers, reporting structure changes, updated job descriptions, and interim assignment memos. Ensures correspondence and signed job descriptions are accurately maintained in personnel files within Banner AppExtender.

Prepares organizational charts for College departments, as requested.

Participates in salary surveys to determine competitiveness of positions and salaries. Prepares College responses to various salary surveys. Collaborates with Institutional Research staff compiling, analyzing, and validating data and responses to compensation and classification surveys as required.

Makes recommendations, assists in the development of, and supports implementation of Human Resource strategies and initiatives.

Participates in the data validation and correction process for IPEDS report.

Prepares and processes all paperwork as related to College-sponsored H1B Visas and PERM Labor applications.

Responsible for hiring, supervision, training and providing oversight to Human Resources staff that support the compensation and classification function.

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Observes, recommends, and implements efficient and effective department processes for continuous HR improvement. Makes recommendations, assists in the development of and supports implementation of Human Resource strategies and initiatives.

Represents the HR office in various College committees, as assigned.

Represents HR Office, in absence of Chief HR and Organizational Development Officer, as assigned.

As a member of the Human Resources management team, supports D2G mission through collaboration with all areas of HR in development of FSW reward and recognition processes including, but not limited to, career ladder opportunity development, employee benefit offerings and administration, improved retention through turnover analysis and exit interviews, ensuring D2G values are present and promoted in the hiring and onboarding processes, performance management, and professional development.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Five (5) years of related full-time professional work experience to include a minimum of three (3) years full-time experience in Classification and Compensation management. Appropriate combination of education and experience may be substituted.

Demonstrated ability to maintain confidentiality.

Ability to independently travel to other locations for College business.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.

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- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 4, 2021. Revised: July 1, 2023.