



Classification Description

Job Title: Assistant Director, Classification and Compensation

Pay Grade: 119

Job Code: 4805

FLSA Status: Exempt

Job Purpose

The Assistant Director of Classification and Compensation provides advanced technical, professional, strategic, and administrative leadership in directing and advancing the College's compensation and classification function within the Human Resources department.

This position provides strategic leadership that advances Human Resources 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 College-wide position control, position description development, pay grade analysis, and strategic administration and continuous improvement of the College's compensation and classification program.

The Assistant Director provides leadership in the development, implementation, interpretation, and continuous evaluation of compensation philosophy, classification practices, organizational design, and strategic workforce planning.

Serves as the principal advisor and strategic resource to the Vice President, Human Resources/Chief HR Organizational Development Officer regarding classification, compensation, organizational structure, workforce planning, and career ladder development.

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

Provides strategic leadership, administration, and continuous improvement of the College's compensation and classification programs, ensuring compliance with applicable federal and state laws, regulations, Board policies, and College procedures. 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.

ASSISTANT DIRECTOR, CLASSIFICATION AND COMPENSATION

Provides administrative oversight for the development, maintenance, integrity, and administration of Banner classification and compensation structures, 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 and advisor to College leadership on position management, organizational design, classification and compensation strategy, organizational planning, and career ladder development. Provides leadership for institution-wide position planning and organizational design efforts that align organizational structures with strategic priorities, fiscal resources, operational needs, and long-term workforce objectives.

Provides strategic consultation and oversight for position-related initiatives, including off-cycle requests and the annual budget process. Conducts position research and analysis, develops, revises, and maintains job descriptions, evaluates pay grade assignments and FLSA status, oversees career ladder development, and manages position control and tracking within Banner. Collaborates with department leadership to assess career progression opportunities, evaluate promotional readiness, prioritize advancement recommendations, and develop budget projections in accordance with College policies and compensation practices while ensuring internal equity and external market competitiveness.

Provides strategic guidance to College leadership on career ladder development, workforce planning, succession planning, and promotional strategies to support employee growth, organizational effectiveness, and long-term staffing needs.

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 documentation to support routine and complex departmental reorganizations for required review and approval.

Provides leadership for the development, maintenance, and administration of the College's professional staff job descriptions and classification system.

Conducts and directs complex compensation analyses involving market competitiveness, internal equity, organizational impact, fiscal implications, and compliance with compensation philosophy. 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 the FSW's Human Resources web page regularly.

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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.

Oversees HR's participation in salary surveys, including the preparation, validation, and submission of compensation data. Analyzes market data to evaluate external competitiveness and develops recommendations that support the College's compensation strategy and executive decision-making.

Develops and recommends strategic compensation and classification initiatives supporting institutional priorities, workforce planning, employee retention, and organizational effectiveness.

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 the hiring, supervision, oversight, and training and development of Human Resources staff that support the compensation and classification function.

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 the Vice President, Human Resources/Chief HR Organizational Development Officer, as assigned.

As a member of the Human Resources management team, supports the 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 to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

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Knowledge, Skills and Abilities

Minimum Qualifications

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

Seven (7) years of related full-time professional work experience to include a minimum of five (5) years full-time experience in Classification and Compensation management. An 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.
- 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.

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- 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: July 23, 2026.