

# Job Description

Position Title: Director, Compensation and Classification

Job Group: Human Resources

Job Level Group: Director

FLSA Status: Exempt

Salary Grade: 09

## Position Summary:

The Classification and Compensation Director provides leadership and direction for the College's Classification and Compensation administration and HR policy and operations strategy. This position is accountable for the strategic design, planning, analysis, execution and ongoing management, ensuring the scope of the compensation program supports strategic objectives, and meets legal requirements.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, develops, implements and administers the compensation program and projects. Advises on compensation decisions and strategy.
2. Develops action plans and evaluates program goals, plans, operations, and funding needs.
3. Directs College leaders and managers on job evaluations, developing their department job structure, and aligning duties to meet their department goals.
4. Responds to compensation-related questions for College leaders and HR business partners. Advises on complex compensation issues. Provides guidance on compensation related opportunities and challenges.
5. Analyzes the Compensation processes and practices of the College and recommends procedures to enhance the business practices of the institution. Evaluates human resource processing operations and activities to improve compensation programs, policies and processes to ensure they support College strategy and help drive performance.
6. Supervises employees; prioritizes and assigns work. Conducts performance evaluations and ensures staff training. Making hiring, termination, and disciplinary recommendations Ensure compliance with College policies and state and federal laws
7. Oversees the day-to-day management of all compensation operations such as position reviews, reclassifications, faculty hire offers, salary contracts, and salary surveys.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

- Knowledge of human resources principles and practices
- Knowledge of internal and external customer service principles and practices

- Knowledge of regulatory compliance principles and practices
- Skill in organization, coordination and management
- Skill in people leadership and supervision
- Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
- Skill in positive, productive and flexible customer service
- Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

### **Supervision:**

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: My position provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy and Legislation: My position allows me to impact the guidelines that determine how the college operates.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human Resources or a closely related field of study required.
- Master's degree in a closely related field of study preferred.
- Three (3) to five (5) years of related experience
- Five plus (5+) years of related experience preferred.

- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required