

Human Resources Job Function

HR Compensation Mgt V

Grade: 59

Job Code: H0259M

Job Family: HR Compensation

Job Family Matrix: [HR Compensation Matrix](#)

Summary

Independently perform a broad range of staff compensation services, guidance and advice for assigned school or unit(s) and/or Senior HR.

Core Duties

- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development; workflow and performance management, and the promotion of an inclusive and innovative work environment
- Conduct market studies and perform in-depth analysis to develop base pay and variable pay programs
- Provide high level compensation consultation to business partners and key stakeholders; participate in the design, development, implementation, and evaluation of compensation programs to support strategies and business objectives
- Design market survey instruments in collaboration with consultants and survey vendors to better meet the needs of the Harvard University community
- Collaborate with third party consulting and legal firms to validate and ensure competitive and compliant executive compensation programs
- Assess compensation community needs; design and implement compensation communication strategy in collaboration with other HR service providers
- Provide University wide compensation processes, updates, and services including salary ranges, structure movement, and merit budget proposal
- Design and deliver training to the HR Community
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 8 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- Master's degree in relevant field
 - Advanced Knowledge of Microsoft Office Suite; advanced Excel skills
 - PeopleSoft experience preferred
- Strong working knowledge of FLSA including a thorough understanding and experience in applying Massachusetts state and federal wage and hour regulations

Certificates and Licenses

- CCP strongly preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting

