

## Human Resources Job Function

# HR Compensation Mgt VI

Grade: 60

Job Code: H0260M

Job Family: HR Compensation

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

### Summary

Provide high level consultation and analysis to business partners regarding HU's compensation policies, programs, and practices, including executive and international compensation issues.

### Core Duties

- Provide high level compensation consultation to business partners and key stakeholders; identify and solve compensation related business issues, including international compensation issues
- Provide high level research, analysis, advice, and recommendations concerning University wide executive level compensation issues
- Manage executive survey vendors, third party consulting agreements and communications, and collection and audit of data
- Ensure executive compensation programs and practices remain in compliance with regulatory Federal and state requirements
- Provide University wide compensation processes, updates, and services including salary ranges, structure movement, and merit budget proposal
- Assess compensation needs, design and deliver training to the HR Community
- Anticipate compensation needs and develop programs and/or committees to address needs across the University
- 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 10 years' relevant work experience
- Supervisory experience

### Additional Qualifications and Skills

- Advanced knowledge of Microsoft Office Suite; advanced Excel skills
- Advanced knowledge of compensation policies and practices

### Certificates and Licenses

- CCP strongly preferred

### Physical Requirements

### Working Conditions

- Work is performed in an office setting