



POSITION DESCRIPTION

Department:	University Personnel
Classification Title:	Administrator II
Working Title:	Director of Classification and Compensation
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

Reporting to the Associate Vice President of Human Resources, the Director of Compensation and Classification leads the development, implementation, and administration of compensation and classification programs, policies, and procedures for all employees including staff, student employees, faculty, and administrators.

The Director of Compensation and Classification is responsible for defining the strategic direction for and implementation of the university's compensation and classification systems and is a strategic partner with university leadership to support their success in attracting and retaining diverse talent in a dynamic and changing employment environment. The Director of Compensation and Classification is a strong advocate for diversity, equity, and inclusion and utilizes a DEI lens in all aspects of compensation design and administration.

Leading a team of professionals, the Director of Compensation and Classification oversees compensation and classification functions, including survey participation, job evaluation and classification, salary structure development, salary market and equity studies and implementation, incentive plan design, pay program administration, and other associated initiatives. The Director of Compensation and Classification recommends structures and strategies for pay and job evaluation programs that ensure base pay, incentive pay, and other pay programs remain competitive and conform to current CSU policies, bargaining unit collective bargaining agreements, and California and Federal compensation laws and strategies. The Director of Compensation and Classification designs and audits data collection and analysis processes for job and pay alignment with market, pay equity, and conducts other compensation, classification, and job studies.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
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Compensation Strategy

1. Leads the development, implementation, and administration of innovative compensation strategies, salary studies, programs, policies, and procedures through the lens of diversity, equity, and inclusion.
2. Consults with senior leadership in determining compensation needs based on campus goals and workforce plans.
3. Works in collaboration with the Associate Vice President of Human Resources and the Sr. Director of Talent Acquisition and Workforce Planning to provide strategic guidance and direction on compensation and job models and programs for reclassification, in range progression, other job compensation and classification changes, and recruitment.

4. In partnership with the Sr. Director of Talent Acquisition and Workforce Planning and the Sr. Director of Employee Experience and Organization Development, advises leaders on organizational structures that are efficient, scalable, and cost effective to support desired operational outcomes and facilitate career development, employee satisfaction, and retention.
5. Ensures that base pay, incentive pay, and other compensation-related programs remain competitive, equitable, inclusive, conform to current compensation strategy, and align with market trends.
6. Represents the campus at system-wide compensation and classification meetings and engages in strategic conversations with Chancellor's Office stakeholders.
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8. Works with the Vice President of University Personnel/CHRO and the Senior Vice President of Administration and Finance to prioritize campus-wide programs for IRPs, market increases, equity programs, and other systematic compensation and classification actions within budgetary resources.

Program and People Management

9. Oversees compensation and classification processes and tools, including survey participation, job evaluation and classification, salary structure development, incentive plan design, and other associated initiatives in compliance with campus policies, Chancellor's Office policies, and Collective Bargaining Agreements (CBAs).
10. Oversees the development, implementation, and maintenance of compensation, position description, and classification databases and tools.
11. Builds and leads a highly skilled, diverse, and effective team that operates in an open, inclusive, development-oriented, and outcome-focused environment.
12. Demonstrates leadership through words and actions by modeling integrity, accountability, collaboration, and a learning mindset.
13. Oversees campus compensation and classification program implementation and the compensation and classification business processes administered by the HR Generalists and HR Business Partners.
14. Supervises and provides ongoing training and professional development to HR Generalists and HR Business Partners who have compensation and classification responsibilities.
15. Sets guidelines for University Personnel and campus partners to enable consistent, efficient compensation and classification analysis for departments.
16. Manages the implementation of new and/or revised Classification and Qualification Standards, policies, or technical letters issued by the Office of the Chancellor
17. Leads data collection and complex analysis and modeling for market, pay equity, and other compensation studies.
18. Presents and coordinates findings with leadership, Human Resources Business Partners, and teams in University Personnel as needed.
19. Creates and provides relevant reports, analysis, and recommendations to leaders and campus partners to support data-driven strategic and tactical decision-making.
20. Develops and provides guidelines, tools, and consulting services to management on compensation, position descriptions, and classifications in alignment with market.
21. Conducts training sessions to educate leadership and other campus employees on the various aspects of the compensation program, including facilitating compensation and classification training workshops for relevant University Personnel peers and campus Human Resources Business Partners.
22. Develops and executes process improvements to streamline forms and processes and ensure efficiency.
23. Oversees the maintenance of accurate compensation and classification files.

Related Job Functions

As Needed

10%

1. Performs other job-related duties and special projects as assigned.
2. Maintains currency in the knowledge and skills necessary to facilitate industry-leading compensation strategies and outcomes.

Required Education, Experience, and Credentials

Education and Experience:

- Bachelor's degree in business, finance, human resources, or a related field and 6 years of progressively responsible experience in employee compensation, with at least 3 years of experience supervising employees. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Required Skills, Knowledge, and Abilities

1. Demonstrated expertise in compensation program design and administration, including the creation of policies, guidelines, and standard operating procedures.
2. Working knowledge of job description development and categorization methods, including classification systems.
3. Working knowledge of leading and supervising diverse, high-performing teams, including talent attraction, engagement, performance management, and development.
4. Thorough working knowledge of federal, state, and local laws, regulations, and compliance requirements related to employee compensation.
5. Working knowledge of salary structures and systems including traditional, broadband, and market-based solutions.
6. Demonstrated expertise in conducting data analytics and modeling using Excel and other analytics tools.
7. Demonstrated experience utilizing benchmarking, compensation surveys, and compensation management software.
8. Demonstrated experience in evaluating market and economic trends to recommend compensation ranges, adjustments to salary ranges, geographic differentials, merit and promotion budgets
9. Demonstrated skill using HRIS, compensation platforms, and other databases and technology tools.
10. Working knowledge of research and analysis techniques, including project design, data collection, qualitative and quantitative analysis, the presentation of findings, and the creation and implementation of appropriate recommendations.
11. Ability to establish and maintain effective working relationships with a diverse array of individuals and with those from different backgrounds.
12. Demonstrated ability to build trusted partnerships and work collaboratively and professionally with others to meet shared objectives.
13. Skilled at developing and delivering clear, concise, and effective communications to different audiences utilizing multiple modalities, including email, social media, phone, presentations, and trainings.
14. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond professionally and appropriately to conflicts and issues as they arise.
15. Demonstrated ability to use a combination of feedback and reflection to gain insight into strengths and weaknesses for development purposes.
16. Demonstrated skill at producing work product on time and with a high level of accuracy and attention to detail.

17. Demonstrated ability to set priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines.
18. Demonstrated ability to take on new opportunities and challenges with a sense of urgency and enthusiasm.
19. Demonstrated ability to effectively perform work of a highly sensitive and confidential nature which requires access to information which directly relates to collective bargaining negotiations or management strategies.

Preferred Skills and Experience

1. Certified Cost Professional or Certified Compensation Professional.
2. Experience developing compensation strategies and implementing programs in a medium to large organization with complex policies, processes, and structure.
3. Working knowledge of or ability to quickly learn university infrastructure, policies, and procedures.

Special Conditions

1. Must be willing to travel and attend training programs off-site for occasional professional development.
2. Must be able to work extra hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
3. The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
4. Must be able to successfully pass a pre-employment background/fingerprint check.
5. This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Administrator II
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 3312
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: M80
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: H-04-4
<input type="checkbox"/> COI Position		Classifier Initials: AT
Recruitment Number: _____		Date: 10/05/2023