Title: Associate Director, Compensation

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, direct the strategic planning, management and administration of the compensation and classification programs for the university.

Characteristic Duties

• Develop and direct strategic planning in the design, implementation of compensation programs for the University of Cincinnati (e.g., classification structures, job evaluation process, market pricing, local/state/national survey participation, incentive/bonus programs, compensation processes, executive compensation, etc.).

• Ensure the development, management and utilization of applicable reports.

• Develop, implement, interpret and ensure compliance with university rules policies and procedures, and federal and state regulations.

• Benchmark business, industry and other universities to gather data and information regarding best practices.

• Consult with departments and participate in work redesign and reorganizations.

• Conduct periodic assessment to determine future needs of the university for pay, reward design, work design and classification systems.

• Monitor and analyze the quality and responsiveness of services and activities of the office.

• Provide salary data and recommendations for non-represented/non-faculty staff and bargaining unit negotiations.

• Initiate and participate in cross-functional work teams in order to improve HR processes and programs.

• Employ HR systems, evaluate, and make recommendations based on new developments/trends (e.g., UC Flex, People Admin, etc.).

• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.
Minimum Qualifications

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience. Degree must be in Human Resources or related field. Experience must be in management of classification and compensation functions.

Last updated: New – August 2013