



## Assistant Director, Compensation Job Description

### JOB INFORMATION

<i>Job Code:</i>	117139
<i>Job Title:</i>	Assistant Director, Compensation
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Manages a team responsible for staff compensation, promoting quality standards for administering university compensation practices and guidelines (e.g., base pay, incentives). Leads strategy implementations to develop and enhance comprehensive programs, policies, processes and initiatives that support the university's goal of attracting and retaining the highest quality of talent. Contributes to the ideation and implementation of compensation initiatives and innovative best practices and technology enhancements supporting sustainable programs that deliver measurable results. Responsible for contributing to continuous improvements, recommending and implementing integrated compensation management processes aligned with department and university strategies and goals. Develops effective partnerships with department/business unit leaders to establish and maintain competitive pay practices. Embodies USC's vision while championing its culture and values.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		8 years	
	X	10 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of compensation best practices, principles, theories, regulations, and methodologies.
X		Four years' experience in a management role.
X		Demonstrated experience managing teams and providing consistent feedback to achieve results aligned with strategic goals.
X		Experience managing compensation professionals, providing regular feedback, guidance on department priorities, and encouragement to achieve goals and drive positive changes.
X		Demonstrated leadership, interpersonal, organizational, critical thinking, data gathering and analytical skills.
X		Experience managing a portfolio of compensation programs for non-executive and executive staff.
X		Experience designing and implementing job architectures that reflect organizational structures, workforce planning and pay strategies.
X		Excellent communication and facilitation skills.
X		Experience ensuring equitable pay practices, and compliance with applicable state and local laws.
X		Ability to effectively manage time, prioritize tasks, work independently and maintain confidentiality.
X		Experience establishing and leading collaborative initiatives with multiple department partnerships; proven track record of building strong collaborative relationships with key stakeholders.
X		Demonstrated project management experience to identify priorities, develop action plans, identify deliverables and timelines, and present results and recommendations.
X		Proficiency with Microsoft Office and experience with Workday or similar HR systems/software.
	X	Certified Compensation Professional or similar certifications.
	X	Six or more years' experience in a compensation manager or assistant director role.
	X	Extensive experience in human resources, higher education, and with total rewards practice management.
	X	Ability to identify knowledge and resource gaps and comfort utilizing industry trends to establish progressive improvement paths.
	X	Excellent change management skills.
	X	Proven track record of trust-building and positive influence of team culture during periods of high growth and change.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in the administration and implementation of staff compensation programs, practices and initiatives. Provides consultative services resolving a wide range of matters with varied levels of complexities for relevant stakeholders (e.g., HR partners, payroll analysts). Advises departments on the selection of appropriate job classifications and reclassifications, new hire offers, internal promotions, market adjustments, internal/external benchmark data, incentives, and job postings. Ensures compliance with compensation and university policies and procedures, as well as federal, state and local regulations. Educates relevant stakeholders on policies and practices, as needed.				
Liaises with key groups across HR and other university organizations to optimize and improve processes. Provides advice and proactive insights to guide decision making on compensation-related matters (e.g., new hire offers, promotions, talent retention). Supports the implementation of compensation programs and continuously works with partners and leaders to make sound decisions. Develops credibility with stakeholders, building an effective internal/external network to drive change. Collaborates with senior management to ensure that compensation strategies and programs support the university's mission and values and are compliant with all legal regulations and university policies and guidelines.				
Leads a compensation team providing excellent customer service to varied client groups with intricate needs. Provides direction to team members, ensuring analyses are well formulated for recommendations and resolutions. Clearly defines and communicates department priorities and exhibits expectations of service excellence. Regularly interacts with stakeholders to collect feedback and identify service improvement opportunities. Provides development opportunities, coaching and mentorship to team members to promote a high performing team culture.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Effectively delivers information tailored to different audiences and perspectives. Listens attentively to questions and concerns. Maintains open lines of communication with the team, HR and other university partners. Builds consensus by resolving concerns in an open and positive manner. Sets and communicates priorities and performance standards in a timely manner. Provides quality assurance oversight of department communication standards in delivering information to HR and other university audiences.				
Identifies opportunities to improve compensation programs, policies and processes in support of business strategies. Diagnoses gaps between current and desired states and develops plans to close them, shaping the decision-making process and influencing partners, as appropriate. Translates high-level organizational visions into actionable compensation plans. Develops plans for new initiatives and administration requirements and builds consensus for implementation. Stays updated on compensation regulations and practices, initiates required actions and communicates changes as needed. Recommends application of innovative compensation best practices and technology integrations to deliver service excellence, continuous improvement, and responsiveness.				
Manages risk through comprehensive evaluation of options and makes decisions with integrity. Demonstrates empathy and levelheadedness when facing challenges and resistance to change within the team or broader organization. Reviews and approves salary actions to ensure compliance with university policies, practices and guidelines. Effectively assesses compensation requirements, develops actionable plans, and recommends courses of action. Identifies department priorities, deliverables and timelines, and formulates implementation plans.				
Practices responsibility and accountability over individual/team actions and decisions. Ensures compliance with applicable employment-related federal and state statutory requirements regarding employee pay. Develops trusting, credible relationships with all relevant stakeholders. Demonstrates ethical judgment and behavior, as well as confidentiality. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				
Oversees initiatives tied to continuous improvements of compensation programs, practices and processes to ensure alignment with overall HR and university strategies. Participates and provides input to compensation initiatives and other total rewards programs. Demonstrates, through words, actions, and ideas, alignment to USC's Strategic Plan and the HR Organization's Strategic Plan.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the

position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.