



JOB INFORMATION

<i>Job Code:</i>	117140
<i>Job Title:</i>	Director, Compensation
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Provides leadership to team responsible for administering the university's compensation practices and guidelines, including classification consulting and compensation administration for staff. Crafts and executes strategies to develop comprehensive compensation programs, policies, procedures, and initiatives to support the university's goal of attracting the highest quality talents and retaining university's high-potential staff members. Initiates and oversees the implementation of innovative compensation practices, technology usage, and best practices to create sustainable compensation programs that deliver measurable results. Has responsibility for delivering continuous quality improvement and recommending integrated compensation processes and training needs for human resources business partners. Establishes effective relationships with top management and business unit leaders to establish competitive pay practices.

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.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	
	X	12 years	

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Extensive experience designing, establishing, and implementing robust compensation programs and policies in a corporate or university environment.
X		Thorough knowledge of compensation best practices, principles, theories, regulations, and methodologies.
X		Demonstrated leadership, interpersonal, organizational, critical thinking, and analytical skills.
X		Ability to develop a valued working relationship with diverse audience that includes top management to foster a collaborative and engaging environment.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Has responsibility for being the primary interface with top management, senior leaders, and external entities for compensation and classification matters. Serves as the recognized authority and subject matter expert in the field.				
Collaborates with top management to ensure that the compensation strategies and programs support the university's mission and values, and meet all legal regulations, as well as the university's policy.				
Directs a team of compensation professionals ensuring complete and complex analysis are formulated and standardized to establish the foundation for recommendations to resolve compensation issues.				
Oversees administration of staff compensation program and services. Sets and communicates priorities and performance standards and assesses compensation programs operation using the set-forth criteria. Provides quality assurance in the delivery of services to targeted university community and address areas in need of improvement.				
Instigates and recommends application of innovation, technology, and compensation best practices to deliver service excellence, continuous improvement, and responsiveness to regulatory changes.				
Manages contracts with third-party vendors to support compensation initiatives for the university. Selection of vendors are dependent upon consultation with established governance structures and stakeholder feedback mechanisms.				
Directly or indirectly manages compensation staff, determines organizational structure, reporting relationships and staffing needs based on department goals. Reviews and approves hiring and salary actions to ensure compliance with the university's policy. Oversees performance appraisal process and remains informed of any disciplinary actions required.				
Develops and manages budgets covering department operations and needs. Makes major budgetary and resource allocation decisions. Provides financial status as needed.				
Stays current on changes and trends in compensation, pay practices, regulatory, and technology environments that may affect operations. Ensures senior management, staff and relevant stakeholders are informed of any changes in a timely manner. Establishes and maintains appropriate network of professional contacts and membership with appropriate organizations and publications, attending meetings, seminars and conferences.				

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		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

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	notified to assist in the emergency response efforts, and mobilize other staff members if needed.		as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			No

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.