

Compensation Manager

Job Summary:

The compensation manager is responsible for managing the compensation function for corporate staff departments. The compensation manager plans, develops and implements new and revised compensation programs, policies and procedures to align with the company's goals and competitive practices. This position is also responsible for ensuring that company compensation programs are consistently administered in compliance with internal policies and government regulations.

Supervisory Responsibilities:

This position manages all employees of the compensation department and is responsible for the performance management and hiring of the employees within the department.

Duties/Responsibilities:

- Manages the development, implementation and administration of compensation programs.
- Monitors the effectiveness of existing compensation practices and recommends changes that are cost-effective and consistent with compensation trends and corporate objectives.
- Provides advice to corporate staff on pay decisions, policy interpretations, and job evaluations.
- Designs creative solutions to specific compensation-related programs and incentive plans.
- Develops techniques for compiling, preparing and presenting data.
- Oversees the participation in salary surveys and monitors salary survey data to ensure corporate compensation objectives are achieved.
- Ensures compliance with federal, state and local compensation laws and regulations.

Required Skills/Abilities:

- Knowledge of all federal, state and local regulations and compliance requirements related to employee compensation.
- Strong analytical skills and ability to interpret and communicate data.
- Computer proficiency and technical aptitude with the ability to use Microsoft products, including Excel.
- Strong leadership and team management skills.
- Excellent time management skills and ability to plan and set priorities.
- Excellent verbal and written communication skills.
- Strong interpersonal skills in dealing with senior management.

Education and Experience:

- Bachelor's degree or equivalent in business, human resources or related field and six years of progressively responsible experience in employee compensation
- At least one year of experience managing subordinates.
- Knowledge of laws and regulations as they apply to base compensation and incentive compensation programs, company policies, and operations.
- SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) and certified compensation professional credentials preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.