

**Manager, Compensation
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=227952>

Downloaded On: May. 9, 2024 12:21am

Posted Dec. 20, 2023, set to expire Nov. 29, 2024

Job Title	Manager, Compensation
Department	Human Resources
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 20, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Fiscal Services Human Resources
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Job Description	

Manager, Compensation

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

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Job Posting Title:

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Job Description Summary:

Reporting directly to the Vice President of Human Resources, the Austin Community College District (ACC) is seeking organizational leadership in the area of Compensation. The ideal candidate for this position is not only experienced, strategic, and innovative when it comes to Compensation systems and processes; but is a capable team leader with a proven ability to organize work and align direct reports with the strategic vision of the College and Human Resources. Furthermore, the ideal candidate is able to effectively communicate with and influence a diverse customer base from exempt, non-exempt, and contract employees, to Human Resources peers, and District Administrators.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- Provides leadership and oversight of staff; coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational policies and procedures, as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
- Provides strategic advice and counsel to college leadership on a broad range of compensation issues and decisions including market strategy, reorganizations, workforce analysis, needs assessments, etc.
- Manages, oversees, and performs complex research and analysis to determine appropriate salary levels according to compensation guidelines and procedures.
- Provides cost analysis of salary and wage adjustments for the budgeting process and salary schedules.
- Responsible for maintaining the compensation module of the Human Capital Management system.
- Manages the ACC Market Surveys, annual reclassification process, and salary placement process for new hires and internal advancement candidates.
- Manages and oversees the job descriptions for all positions; oversees and approves job description matching for external salary surveys.
- Researches, analyzes, develops, writes, recommends, communicates, and monitors for compliance compensation policies, procedures, and activities.

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- Implements college classification and compensation programs in accordance with federal and state laws and college policies and procedures.
- Documents all classification and compensation processes and procedures.
- Creates and conducts compensation-related training and coordinates information on the Compensation website.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Supervisory and performance development principles, practices, and methods.
- Compensation trends, methodologies, and processes (in higher education).
- Federal and state wage and salary laws, regulations, and processes, to include overtime and compensatory time and the Fair Labor Standards Act (FLSA).
- Comprehensive compensation and classification methodologies.
- General Human Resources practices and principles.
- Market compensation methodologies and best practices.
- Human Resources Compensation strategy.
- Business reorganization procedures.
- Researching, analyzing, interpreting and documenting data to make recommendations.
- Practices, terminology and requirements of a wide variety of occupations.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule.
- Demonstrated consultative communication style.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Ability to present complex compensation information to employees and management.
- Analyzing data and making complex calculations.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work-related information and materials.

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- Establishing and maintaining effective working relationships.
- Interpreting and applying rules, regulations, policies, and procedures.
- Budget analysis and working with exacting accuracy.
- Ability to identify needs, interpret, adapt, and apply guidelines and procedures.
- Prioritizing tasks and meeting deadlines with flexibility to respond to changing needs.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Advanced use of Excel related to compensation, including the ability to manipulate formulas and conduct analysis.

Required Work Experience

- Five years related work experience including one year supervisory experience.

Preferred Work Experience

- Analysis and placement of faculty/contract roles, and hourly/temporary workers.

Required Education

- Bachelor's degree*
*Four years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position.

Other Preferred Qualifications

- Professional Certifications: CCP, SPHR, SHRM-SCP

Physical Requirements

- Work is performed in a standard office or similar environment.

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- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Salary Range

\$95,539-\$119,423

Number of Openings:1

Job Posting Close Date:

May 31, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Manager--Compensation_R-3883

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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