



# Compensation Manager

## Job Description

Department: Human Resources  
Position: Career Service  
Grade: 730  
Supervisory: Supervisor  
Reports to: Director – Human Resources

### Summary

Under general guidance and supervision of the Director – Human Resources, manages the administration of compensation functions for Utah County Government. Plans, develops, and implements new and revised compensation programs, policies, and procedures in response to County goals and competitive market placing. Conducts audits, legal reports, and personal interactions to ensure county compensation programs are consistently administered in compliance with county policies and government regulations.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
3. Evaluate performance and conduct performance appraisals.
4. Participate in organizational strategic planning and provide input for total rewards, compensation, human resource information system, and payroll initiatives.
5. Serve as a subject matter expert with respect to compensation theory, best practices, and administration of complex compensation programs, policies, and procedures.
6. Coordinate, implement, and monitor the effectiveness of existing compensation policies, guidelines, and procedures; recommend new plans and revisions that are cost-effective and consistent with compensation trends and county objectives.
7. Manage the administration of direct compensation for county staff, including processing, recording, and reporting compensation-related actions.
8. Develop techniques for compiling, preparing, and presenting data.
9. Oversee the county-wide comprehensive market analysis for County positions according to the pay plan schedule; document findings and make recommendations to ensure the County maintains a competitive position within the targeted labor market.

### For Office Use Only

Class Code: 2285  
Class Title: Compensation Manager  
FLSA: Exempt  
Effective Date: 11/13/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Manager

10. Oversee, maintain, and update the Human Resource Information System (HRIS); assign job codes; determine and input job titles, pay ranges, FLSA status, worker's compensation codes, and other data to ensure accurate compensation.
11. Maintain expert skill level in the human resource information system (HRIS).
12. Oversee the county-wide Staffing Plan; review requests from departments and gather information to prepare and submit Commission Meeting agenda items for staffing plan changes; coordinate processing of approved items.
13. Oversee computation of comprehensive salary and benefits cost projections for all positions in the staffing plan as part of the annual budget process.
14. Provide communications and advice to County staff on pay decisions, policy and guideline interpretation, and job evaluation, including the design of creative solutions to specific compensation-related programs.
15. Maintain knowledge of federal, state, and local compensation laws and regulations to ensure county compliance.
16. Exemplify the desired culture and philosophy of the organization.
17. Work effectively as a team member with the other members of management and the HR staff.

### **Competencies**

1. Human Resources Expertise
2. Communication
3. Relationship Management
4. Critical Evaluation
5. Consultation
6. Business Acumen
7. Global & Cultural Awareness
8. Leadership & Navigation
9. Ethical Practice
10. Decisive Decision Making
11. Maintain Confidentiality

### **Knowledge, Skills, and Abilities**

- Knowledge of federal, state, and county laws and codes affecting human resource administration
- Knowledge of total compensation concepts
- Knowledge of current laws affecting payroll processing
- Knowledge of Workday HRIS
- Knowledge of supervisory techniques
- Skilled in Microsoft Office Suite
- Skilled in advanced reading, writing, and math
- Skilled in conducting research and presenting results

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- Skilled in negotiating agreements
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to conduct group training
- Ability to maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to work effectively under pressure
- Ability to distill relevant and useful elements from vast amounts of information and present them in terms that are understandable to individuals from various backgrounds
- Ability to train and lead others

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for them and for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone. Work requires incumbent to occasionally give negative information to department heads, County employees, and the public. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use manual dexterity to handle, feel, or operate objects, tools and controls, and reach with hands and arms. The employee is regularly required to stand, talk, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. Expected work hours are 8 am to 5 pm. There may be availability to work out a flex schedule that works for both the

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County and the employee, with advanced approval. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Business, Human Resources, or a related field.
2. Six (6) years of Human Resource experience administering total rewards with emphasis on compensation.

### **Preferred Education and Experience**

1. Preference may be given to applicants with a Master of Public Administration or Master of Business Administration.
2. Preference may be given to applicants with five (5) years of progressive management experience.
3. Preference may be given to applicants who possess certification as a Certified Compensation Professional (CCP), Professional in Human Resources (PHR/SPHR), or SHRM-Certified Professional (SHRM-CP/SHRM-SCP).

### **Additional Eligibility Qualifications**

1. Applicants must possess current HR certification (see above) or have the ability to obtain certification within one (1) year of employment.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time with or without notice.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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