



POSITION DATA

JOB TITLE: Compensation & HRIS Senior Manager

DEPARTMENT: Human Resources

POSITION OVERVIEW

This newly created individual contributor position has responsibility for compensation programs and HRIS systems (UltiPro and Kronos). As part of a five-member HR team, this role represents both compensation and data/analytics COEs. The position will operate at both the strategic and tactical levels to assess and anticipate compensation and HRIS-related needs, recommend solutions, and deliver results.

ESSENTIAL FUNCTIONS

- Design and build a compensation philosophy and framework for the institution which includes grade levels, salary bands, and compensation ranges.
- Lead and manage the annual compensation process to include salary planning, merit budget, adjustments, and promotions. Insure programs in place to attract, retain, motivate, and reward employees while ensuring internal equity and external competitiveness.
- Recommend and determine the appropriate titling structure/convention and job families for the institution.
- Manage the job evaluation process, working with managers and legal on the appropriate FLSA classification.
- Participate in the annual Quatt salary survey and determine other resources to gather benchmark salary data.
- Determine if future system upgrades with UltiPro and Kronos fit the institution and how they will further enhance processes. Track/monitor system uptime.
- Administer and monitor the systems ensuring confidential and appropriate security and access are in place, maintaining all foundational information, managing data integration, and other related tasks. Ensure controls in place to reduce risk and maintain compliance. Track system uptimes.
- Lead any training efforts needed for system enhancements.

OTHER RESPONSIBILITIES

- Lead the business continuity and disaster-recovery plans for the HR function.
- Provide reporting and analytics from the HRIS data. Includes annual mandatory reporting for EEO and other agencies.
- Collaborate closely with talent development manager and HR partners to ensure compensation programs support the needs of the institution.

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor's degree in HR, HRIS, and/or business. Masters preferred. CCP certification desired.
 - Minimum 10 years of progressive growth and experience in some combination of compensation and/or HRIS.
 - Experience with UltiPro and Kronos systems strongly preferred.
 - Proficient in technologies of MS PowerPoint and Word, Excel, including creating pivot tables, v-lookups, and macros and Access databases.
 - Strong quantitative and qualitative analytical skills, critical thinking.
 - Strong project management, organizational, and execution skills.
 - Ability to communicate effectively with all levels of the institution.
 - Team player and ability to build strong working relationships.
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HOW TO APPLY

- Include job title in the email subject field.
- Please state the location or job board where job posting was seen.
- Send resume to 911hrjobs@911memorial.org.