
JOB DESCRIPTION: MANAGER, COMPENSATION

DEPARTMENT:	Talent Management – Human Resources	REPORTS TO:	Executive Director, Talent Management
JOB CLASS:	Manager	PAY GRADE:	19
EXEMPT STATUS:	Exempt	DATE:	1/27/2017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Manager, Compensation manages the administration and support of the school's various compensation programs, goals, objectives, policies, and procedures. The Manager, Compensation provides leadership and management consistent with federal, state, school policies, regulations and compliance issues related to compensation.

ESSENTIAL POSITION FUNCTIONS:

- Plan, develop and implement compensation goals, objectives, policies and procedures for the organization; analyze and recommend strategies to improve effectiveness of compensation administration and the impact those policies have on employee recruitment, satisfaction and retention metrics
- Manage the administration and support of various compensation programs and the development and implementation of compensation goals, objectives, policies and procedures for the organization
- Manage the establishment and implementation of equitable compensation practices across the organization for all employees
- Oversee the implementation of salary schedules, job descriptions, job classification, salary supplement procedures, and educational assistance program
- Administer teacher compensation and pay-for-performance programs in accordance with applicable state legislation and internal policy
- Research and stay abreast of all applicable state and federal laws and regulations as related to compensation
- Perform detailed salary analysis for all internal compensation actions, external hires, and for ad-hoc requests from management
- Manage the market data component of the compensation function by researching, compiling, analyzing, making recommendations, and implementing any approved compensation changes at the individual job and job classification level and ensure market competitiveness within the organization
- Oversee the establishment, implementation, and recording of equitable compensation practices across the organization for all employees
- Manage current salary schedules, oversee market analysis of pay grades and ranges as needed utilizing nationally recognized and statistically validated salary surveys and comparable Florida school district data when applicable; participate in nationally recognized salary surveys

- Manage salary supplement procedures; ensure compliance with salary supplement processes; provide guidance on FLVS policies regarding use of salary supplements
- Counsel and guide management on compensation strategy, practices, policies, and procedures
- Manage job description creation process, procedures, review and approvals; including adherence to FLSA regulations
- Manage the educational assistance program
- Manage the advanced degree process
- Oversee requests for merit awards, sales commission payments, and other forms of compensation
- Assist in the administration of COLA and/or merit increases
- Research, implement and utilize necessary computer applications to support and conduct activities in the area of compensation analysis
- Plan, develop, coordinate and present training sessions related to employee compensation
- Develop standard operating procedures for the position
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education:

- Bachelor's degree in Human Resources, Business Administration or Public Administration, or equivalent combination of education and relevant experience

Experience:

- Five years' progressively responsible human resources experience related to the area of compensation, preferably in the public sector
- World at Work Certified Compensation Professional (CCP), preferred

Knowledge, abilities and skills:

- Knowledge of principles, methods, and techniques of human resources administration related to the area of compensation
- Knowledge of applicable federal and state wage and hour laws, school district rules, codes, and other regulations related to the area of compensation
- Knowledge of principles and practices of compensation program development, administration, and evaluation
- Ability to interpret, explain, and apply applicable laws, codes, and regulations to internal policies and procedures
- Ability to prepare clear, concise, and complete analysis, proposals, reports and other written materials

- Knowledge and experience in establishing appropriate pay structures, grades, classifications, job families, career-ladders and other compensation-related programs based on market data and internal company pay philosophies and existing programs
- Knowledge of Microsoft Word, Power Point, and advanced knowledge of Excel
- Ability to work with and through people to establish goals, objectives, and action plans
- Strong communication and presentation skills
- Ability to work independently and as a team member

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

MANAGER COMPETENCIES FOR SUCCESS:

<p>COMMAND SKILLS</p> <p><i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i></p>	<p>CONFLICT MANAGEMENT</p> <p><i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i></p>
<p>LISTENING</p> <p><i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without</i></p>	<p>MANAGING DIVERSITY</p> <p><i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without</i></p>

<i>interruption; Can accurately restate the opinion of others even when he/she disagrees</i>	<i>regard to class; Supports equal and fair treatment and opportunity for all</i>
<p>DEVELOPING OTHERS</p> <p><i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i></p>	<p>TIMELY, QUALITY DECISION MAKING</p> <p><i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i></p>
<p>PROCESS MANAGEMENT</p> <p><i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i></p>	<p>TEAM BUILDING</p> <p><i>Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility</i></p>
<p>MANAGING & MEASURING WORK</p> <p><i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results; Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i></p>	<p>COMFORT AROUND HIGHER MANAGEMENT</p> <p><i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i></p>
MANAGERIAL COURAGE	

<p><i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i></p>	
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PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.