



Human Resources Job Family: **Compensation Specialist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Compensation Specialist II INDIVIDUAL CONTRIBUTOR	Compensation Specialist III INDIVIDUAL CONTRIBUTOR	Compensation Specialist IV INDIVIDUAL CONTRIBUTOR	Director Compensation MANAGEMENT
Advance the University's Staff Compensation function to promote a competitive, equitable and performance-based program. Align job structure, position classification, staff compensation, and internal/external equity management with university objectives.	Advance the University's Staff Compensation function to promote a competitive, equitable and performance-based program. Align job structure, position classification, staff compensation, and internal/external equity management with university objectives.	Design, implement, maintain and administer the University's Staff Compensation Program; lead and shape broad-spectrum programming having significant impact across the university's colleges and units.	Plan, direct, design, implement, maintain and administer the University's Staff Compensation Program; direct, lead and shape broad-spectrum programming having significant impact across the university's colleges and units.
	Collaborate with business and HR leadership to provide compensation consultation; partner with human resource leadership to design cross-functional strategies and programs for total rewards.	Partner with the business and HR leadership to design, develop and execute compensation strategy aligned with university and college/unit objectives and organizational change; establish and execute compensation communications strategy.	Partner directly with the university senior leadership to design, develop and execute compensation strategy aligned with university and college/unit objectives and organizational change; establish and execute compensation communications strategy.
Conduct effective market pricing and competitive pay assessment, related applications and communication advisories to support pay planning and administration. Interpret and apply university knowledge to assess market roles and determine university comparability.	Conduct effective market pricing and competitive pay assessment, related applications and communication advisories to support pay planning and administration. Interpret and apply university knowledge to assess market roles and determine university comparability.	Develop effective market pricing and competitive pay assessment, related applications and communication advisories to support pay planning and administration.	Develop and oversee effective market pricing and competitive pay assessment, related applications and communication advisories to support pay planning and administration.
Provide consultation requiring the application of specialized HR subject knowledge.	Provide consultation requiring the application of complex specialized HR subject knowledge.	Provide expertise, principal consultation and input to HR strategy through collaboration with business and HR leadership.	Provide expertise, principal consultation and input to HR strategy through collaboration with university senior leadership.

Compensation Specialist II INDIVIDUAL CONTRIBUTOR	Compensation Specialist III INDIVIDUAL CONTRIBUTOR	Compensation Specialist IV INDIVIDUAL CONTRIBUTOR	Director Compensation MANAGEMENT
Promote compliance with and effectiveness of, policies, procedures and regulatory requirements.	Promote compliance with and effectiveness of, policies, procedures and regulatory requirements.	Develop and implement HR policies and procedures.	Develop and implement HR policies and procedures.
Provide compensation expertise and consultation to campus constituencies to support best practice standards involving interpretation and application of regulations, policy and practice.	Provide compensation expertise and consultation to campus constituencies to support best practice standards involving complex interpretation and application of regulations, policy and practice. Resolve unusual cases and influences the development of HR policy and practices.	Provide compensation consultation to HR leadership and managers and resolve highly complex cases/conflicts to support best practice standards, involving highly complex interpretation and application of regulations, policy and practice to resolve unusual cases and influence the development of HR policy and practices.	Provide compensation consultation to leadership and managers and resolve highly complex cases/conflicts to support best practice standards, involving highly complex interpretation and application of regulations, policy and practice to resolve unusual cases and influence the development of HR policy and practices.
Provide programmatic, consultative and analytical support; prepares reports in conformance with legislated requirements and/or organizational needs; provide related observations.	Provide programmatic, consultative and analytical support; prepares complex reports in conformance with legislated requirements and/or organizational needs; provide related observations and recommendations.	Provide programmatic, consultative and analytical support; prepares complex reports in conformance with legislated requirements and/or organizational needs; provide related observations and recommendations.	Provide leadership and supervision for the programmatic, consultative and analytical operations for Compensation; establish positions and service structure, assign responsibilities, selects, manages performance, development and rewards for staff; establishes service standards.
	Assess, deliver and apply longitudinal human resource and workforce data on key factors, to support recruitment and retention. Provide insightful observations with recommendations for change and innovation. Team with campus partners to build reports and tools to advance HR decision-making through relevant data application.	Assess, deliver and apply longitudinal human resource and workforce data on key factors, to support recruitment and retention. Provide insightful observations with recommendations for change and innovation. Team with campus partners to build reports and tools to advance HR decision-making through relevant data application.	Oversee and provide leadership on the assessment, delivery and application of longitudinal human resource and workforce data, determining the best design and methodologies to capture metrics and evaluate progress toward desired outcomes.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11818 COMPENSATION SPECIALIST II, BAND E	11819 COMPENSATION SPECIALIST III, BAND F	11820 COMPENSATION SPECIALIST IV, BAND G	11821 DIRECTOR COMPENSATION, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Bachelor's degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	Persuading others to take a particular course of action Coordinate major activities	Contribute to group projects Coordinate major activities
CONTACTS - OUTSIDE	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact

FACTOR PROFILE	11818 COMPENSATION SPECIALIST II, BAND E	11819 COMPENSATION SPECIALIST III, BAND F	11820 COMPENSATION SPECIALIST IV, BAND G	11821 DIRECTOR COMPENSATION, BAND H
SUPERVISION	Provide guidance, counsel and information to employees throughout the University in specific support areas	Provide guidance, counsel and information to employees throughout the University in specific support areas	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors
COMPLEXITY	Focus on entire field and related areas	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes, and programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment
LEVEL OF DECISION MAKING	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices
EFFECT OF DECISION MAKING	Directly affect an entire department Moderate effect on students and employees	Directly affect an entire department Moderate effect on students and employees	Directly affect an several departments Significant effect on students and employees	Decisions directly affect more than one college, school, administrative unit.
WORKING CONDITIONS	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.