

# Missouri Department of Transportation Job Description

**Job Title:** Compensation Manager

**Title Code:** R04634

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office - Human Resources

**Effective Date:** 12-01-2024

**Replaces (Effective Date):** 06-16-2022

## **General Summary**

The compensation manager coordinates and supervises the activities related to the department's statewide compensation and classification program; provides guidance to district human resources managers and supervisors on compensation related issues. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Human Resources/Personnel Management, or related field, **AND** six years of professional experience in human resources, **OR**
- Ten years of professional experience in human resources.

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Supervises and conducts the ongoing analysis and evaluation of jobs and the maintenance of the department's internal job structure.
2. Directs and supervises the development and maintenance of the department's job descriptions and job specifications.
3. Directs and supervises the interpretation and usage of salary survey data and other compensation related information.
4. Researches, develops, and suggests modifications to existing compensation policies and procedures.

5. Supervises the monitoring of personnel transactions for compliance with compensation policies and practices.
6. Advises employees and managers concerning compensation issues; monitors statewide compliance to policies and procedures.
7. Coordinates and conducts research and special studies to establish and maintain compensation policies and procedures.
8. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
9. Performs other responsibilities as required or assigned.