



2007 Human Resources

Compensation Survey

Job Descriptions



2007 Human Resources Compensation Survey



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Job Code	Job Title	Job Description
EXECUTIVES		
EX05000003	Top Human Resources Executive	Plans and directs all aspects of an organization's human resources policies, objectives, and initiatives. Responsible for employment, placement, orientation and training, labor relations, compensation, benefits, and employee services. Ensures company compliance with current, applicable labor laws. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX05000147	Top Division Human Resources Executive	Responsible for directing the human resources function of the division. Responsible for employment, placement, orientation and training, labor relations, compensation, benefits, and employee services. Ensures division compliance with current, applicable labor laws. Requires a bachelor's degree and at least 10 years of direct experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX05000025	Top Compensation and Benefits Executive	Plans and directs certain aspects of human resources relating to compensation and benefits policies, objectives, initiatives. Responsible for development and administration of all compensation and benefit programs designed to attract and retain employees within budgetary constraints. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX05000148	Top Benefits Executive	Plans and directs activities related to employee benefit policies, objectives, and initiatives. Responsible for the development and administration of all benefits programs designed to attract and retain employees within budgetary constraints. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX05000100	Top Compensation Executive	Plans and directs certain aspects of human resources relating to compensation policies, objectives, initiatives. Responsible for development and administration of all compensation programs designed to attract and retain employees within budgetary constraints. Requires a bachelor's degree with at least 15 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX05000203	Top Employee Relations Executive	Directs a company's employee relations programs, policies, and procedures. Maintains good communication and a positive relationship with employees to promote employee satisfaction and retention. Counsels employees on issues related to EEO, ADA, performance, and termination guidelines. Requires a bachelor's degree in a related area and at least 10 years of experience in the field. Generally manages a group of employee relations specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
EX05000024	Top HRIS Executive	Plans and directs all aspects of an organization's human resource information system(s). Develops, implements, and maintains HRIS system(s) to meet an organization's needs and objectives. Researches, evaluates, tests and selects the necessary hardware and software needed to achieve the goals of the department. Requires a bachelor's degree with at least 8 years of experience in the field. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

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Job Code	Job Title	Job Description
EXECUTIVES (continued)		
EX05000204	Top Labor Relations Executive	Directs and administers a company's labor relations programs, policies, and procedures. Establishes and maintains satisfactory labor-management relations, interprets the collective bargaining agreements, administers grievance procedures including arbitrations, and assists all levels of management on labor matters. Requires a bachelor's degree in a related area and at least 10 years of experience in the field. Generally manages a group of labor relations specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
EX05000114	Top Organizational Development Executive	Plans and directs all aspects of a company's organizational development function. Develops training programs, facilitates implementation of appropriate change management initiatives, and reviews current development programs to ensure adherence to company goals. Responsible for continually building the company's stock of human capital and encouraging employee development. Requires a bachelor's degree and at least 15 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

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Job Code	Job Title	Job Description
BENEFITS		
EX05000145	Health and Welfare Benefits Director	Responsible for the overall design, implementation, communication, and administration of the organization's health and welfare benefits programs. Ensures that the programs adhere to current regulations and support the organization's strategic objectives. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HR09200020	Benefits Manager	Designs, plans, and implements corporate benefits programs, policies, and procedures. Responsible for ensuring programs meet employees needs, comply with legal requirements, and are cost effective. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of benefits analysts. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200305	Benefits Supervisor I	Supervises a staff of benefit analysts who research, analyze, evaluate, design and administer corporate benefit plans/programs. Implements corporate benefits programs, policies, and procedures. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.
HR09200306	Benefits Supervisor II	Supervises a staff of benefit analysts who research, analyze, evaluate, design and administer corporate benefit plans/programs. Implements corporate benefits programs, policies, and procedures. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.
HR09200307	Benefits Supervisor III	Supervises a staff of benefit analysts who research, analyze, evaluate, design and administer corporate benefit plans/programs. Implements corporate benefits programs, policies, and procedures. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.
HR09200001	Benefits Analyst I	Researches, analyzes, evaluates, and administers corporate benefit plans/programs. May require a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
HR09200002	Benefits Analyst II	Researches, analyzes, evaluates, and administers corporate benefit plans/programs. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
HR09200003	Benefits Analyst III	Researches, analyzes, evaluates, designs and administers corporate benefit plans/programs. Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.
HR09200377	Benefits Administrator I	Administers, processes, and maintains company benefits programs. May require an associate's degree and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under immediate supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

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Job Code	Job Title	Job Description
BENEFITS (continued)		
HR09200038	Benefits Administrator II	Administers, processes, and maintains company benefits programs. May require an associate's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HR09200378	Benefits Administrator III	Administers, processes, and maintains company benefits programs. May require an associate's degree and 4-6 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HR09200036	Benefits Clerk	Processes and files benefits forms and related information. Responsible for informing employees of eligibility, verifying validity of claim forms and maintaining benefit records. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to a manager.
HR09200037	Benefits Clerk, Sr.	Processes, maintains, and files benefits forms and related information. Requires a high school diploma or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
HR09200356	Work/Life Program Manager	Designs and carries out work/life policies, such as telecommuting, flex-time, job sharing, and dependent care assistance. Responsibilities may include Employee Assistance Programs. Promotes work and family programs to the organization's management team. Communicates and encourages work and family programs to employees. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of unit/department.
HC07000218	Wellness Program Administrator	Assists in the administration of wellness programs and activities designed to improve employee health and well being. Recommends changes and/or additions to programs that reflect the changing needs of the employees. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.
HR09200351	EAP Manager	Manages, designs, and implements policies and procedures relating to a company's Employee Assistance Program (EAP). Ensures that inpatient and outpatient counseling and care facilities meet company standards. Provides training to management for dealing with medical and behavioral problems. Provides counseling to employees in the program. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Manages a group of EAP Coordinators. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
HR09200362	EAP Counselor	Counsels and assists employees with issues affecting job-related performance and personal well-being. Evaluates and recommends outside treatment and counseling if necessary. Requires a bachelor's/master's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.
HR09200359	Stock Plan Administrator II and III	Develops, analyzes, and implements employee stock plans. Maintains company stock data, develops reports, and answers inquiries regarding stock plans. Requires a bachelor's degree in area of specialty and more than 2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A certain degree of creativity and latitude is required. Typically reports to a manager.

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Job Code	Job Title	Job Description
COMPENSATION		
EX0500098	Compensation and Benefits Director	Responsible for overall design, implementation, communication, and administration of the organization's compensation and benefits programs. Ensures that compensation and benefit programs support the organization's strategic objectives. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX0500099	Compensation Director	Responsible for overall design, implementation, communication, and administration of the organization's compensation programs. Ensures that compensation programs support the organization's strategic objectives. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HR0920021	Compensation & Benefits Manager	Designs, plans, and implements corporate benefits and compensation programs, policies, and procedures. Responsible for reviewing programs, suggesting modifications, and ensuring achievement of competitive market position and other goals identified by the organization. Responsible for ensuring programs meet employees needs, comply with legal requirements, and are cost effective. Ensures the compensation and benefits programs enhance the organization's ability to recruit and retain employees. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of compensation and/or benefits analysts. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR0920019	Compensation Manager	Designs, plans, and implements corporate compensation programs, policies, and procedures. Responsible for achieving organization's desired position in market and compensation goals, and conducting or participating in surveys. Ensures the compensation program enhances the organization's ability to recruit and retain employees. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of compensation analysts. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR0920020	Executive Compensation Manager	Responsible for the analysis and administration of executive compensation programs including executive salary surveys, annual and long term incentive programs, and deferred compensation plans. Provide consultation on executive compensation matters to senior executives and human resources. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of executive compensation analysts. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200387	Executive Compensation Analyst II	Evaluates and analyzes salary data for executives and top management. Administers company executive compensation programs, including executive salary surveys, annual and long term incentive programs, and deferred compensation plans. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HR09200388	Executive Compensation Analyst III	Evaluates and analyzes salary data for executives and top management. Administers company executive compensation programs, including executive salary surveys, annual and long term incentive programs, and deferred compensation plans. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

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Job Code	Job Title	Job Description
COMPENSATION (continued)		
HR09200005	Compensation Analyst II	Evaluates and analyzes salary data. Administers company compensation programs. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
HR09200006	Compensation Analyst III	Evaluates and analyzes salary data. Designs and administers company compensation programs. Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.
HR09200368	Employee Performance Specialist	Develops and implements programs to measure, improve, and reward employee performance. Provides reports to management on the success of various programs designed to enhance employee performance. May be responsible for the development of training programs aimed at aligning employee performance with organizational goals. Requires a bachelor's degree in area of specialty and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

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Job Code	Job Title	Job Description
EEO		
HR09200367	EEO Manager	Oversees the implementation and evaluation of the equal employment opportunity (EEO) and affirmative action program plans. Develops, modifies, and maintains employment practices to support regulatory and business requirements. Develops training programs and educates staff about EEO matters. Recognizes and defines opportunities to enhance diversity in the workforce. May require a bachelor's degree in area of specialty and 6at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HR09200365	EEO Supervisor - All levels combined	Supervises affirmative action programs to ensure compliance with equal employment opportunity (EEO) requirements. Researches discrimination complaints and proposes recommendations for resolution. Conducts workforce analysis and reports trends and statistical information to senior management. Collaborates with management to develop diversity recruiting and retention initiatives. Has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HR09200027	EEO Specialist	Administers affirmative action programs. Develops company EEO policies and procedures. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

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Job Code	Job Title	Job Description
EMPLOYEE COMMUNICATIONS AND SERVICES		
EX05000232	Employee Communications Director	Directs and oversees communications programs within the organization. Oversees preparation of internal employee communications regarding company performance, future direction, and corporate or human resource policies. Ensures accuracy and timeliness of information distributed. May manage the content of brochures, handbooks, memos or emails. May act as a liaison with the public relations or corporate communications department. Requires a bachelor's degree in a related field and at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a top executive.
HR09200382	Employee Communications Manager	Manages the daily operations of communications programs within the organization. Oversees staff responsible for preparation of internal employee communications regarding company performance, future direction, or corporate or human resource policies. Monitors accuracy and timeliness of information distributed. May manage the content of brochures, handbooks, memos or emails. May act as a liaison with the public relations or corporate communications department. Requires a bachelor's degree in a related field and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.
HR09200384	Employee Communications Supervisor - All levels combined	Supervises employee communication policies and programs within an organization. Oversees the creation, distribution, and communication of pertinent company documents, materials and handbooks. Has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

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Job Code	Job Title	Job Description
EMPLOYEE RELATIONS		
HR09200034	Employee Relations Manager	Designs, plans, and implements a company's employee relations programs, policies, and procedures. Maintains good communication and a positive relationship with employees to promote employee satisfaction. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of employee relations specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200007	Employee Relations Specialist I	Administers human resources policies and procedures that pertain to employee relations. Researches and analyzes data pertaining to human resources. May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
HR09200008	Employee Relations Specialist II	Administers human resources policies and procedures that pertain to employee relations. Researches and analyzes data pertaining to human resources. May require a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
HR09200009	Employee Relations Specialist III	Designs and administers human resources policies and procedures that pertain to employee relations. Researches and analyzes data pertaining to human resources. Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.

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Job Code	Job Title	Job Description
EMPLOYMENT		
EX05000240	Recruiting Director	Plans, directs, and implements strategic recruitment and employment programs. Responsible for supervising a staff of professional recruiters and support personnel. Works with management to ensure timely understanding of current and future workforce needs and implements improvements to staffing processes including sourcing and selection. Requires a bachelor's degree in a related area and at least 8 years of experience in the field. Generally manages a group of recruiters. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HR09200035	Employment Manager	Develops and implements strategic recruitment and employment programs. Responsible for supervising a staff of professional recruiters and support personnel. Works with management to ensure timely understanding of current and future workforce needs and implements improvements to staffing processes including sourcing and selection. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of recruiters. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200300	Employment Supervisor I	Supervises the activities of the employment department. Oversees a company's recruiting programs, policies, and procedures. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.
HR09200301	Employment Supervisor II	Supervises the activities of the employment department. Oversees a company's recruiting programs, policies, and procedures. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.
HR09200302	Employment Supervisor III	Supervises the activities of the employment department. Oversees a company's recruiting programs, policies, and procedures. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.
HR09200043	Employment Representative I	Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
HR09200044	Employment Representative II	Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HR09200045	Employment Representative III	Recruits, interviews, checks references, makes offers, and conducts orientation for new employees. Performs exit interviews and processes change of employee status. May require a bachelor's degree and 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

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Job Code	Job Title	Job Description
EMPLOYMENT (continued)		
HR09200371	Executive Recruiter	Screens, interviews, and recommends prospective employees for employment in executive or senior management positions. Works with executive search firms or other placement agencies to develop and maintain a highly qualified candidate pool. Extends offers of employment to successful candidates. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to top management.
HR09200381	Technical Recruiter	Screens, interviews, and recommends prospective employees for employment in entry-level and experienced technical positions. Works with search firms or other placement agencies, and determines optimum recruitment method to develop and maintain a highly qualified candidate pool. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
HR09200376	Campus Recruiter	Recruits qualified applicants on campuses for employment. Places advertisements, attends job fairs, and performs other related duties. Interviews, tests, and refers candidates to the appropriate employment position. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected. Typically reports to a manager.

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Job Code	Job Title	Job Description
EXPATRIATE ADMINISTRATION		
HR09200349	Expatriate Administration Manager	Manages all human resource aspects of international placements, procedures and policies. Responsibilities also include overseeing visa procurement, tax equalization and coordination of housing, benefits, and compensation packages. Also works with relocation firms, international agencies, or government officials. Acts as advisor to expatriate administration team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 7-9 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to head of a unit/department.
HR09200345	Expatriate Administrator I and II	Combination of levels I and II: Maintains all human resource aspects of international placements, procedures and policies. Responsibilities also include obtaining visas, tax equalization and coordination of housing, benefits, and compensation packages. May also work with relocation firms, international agencies, or government officials. Typically requires at least a bachelor's degree in area of specialty and 0 5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.
HR09200370	Immigration Specialist	Oversees immigration programs and assists foreign citizens with immigration procedures. Ensures all paperwork, including applications for immigration and visas are completed accurately and in a timely manner. May be responsible for compliance with all applicable rules and regulations. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Human Resources Compensation Survey

Job Code	Job Title	Job Description
HUMAN RESOURCES GENERALISTS		
HR09200142	Human Resources Director (Autonomous)	Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation to foster positive attitude toward company goals. Keeps record of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carrier. Conducts wage survey within labor market to determine competitive wage rate. Prepares budget of personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years experience in Human Resources. Generally manages a group of human resources professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to a Chief Financial Officer, a Chief Operating Officer, or a Chief Executive Officer.
HR09200380	Regional Human Resources Manager	Designs, plans, and implements regional human resources programs and policies, including staffing, compensation, benefits, visa/green card processing, employee relations, training, and health and safety programs. Ensures compliance with EEO, ADA, and OSHA guidelines. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of a unit/department.
HR09200032	Human Resources Manager	Designs, plans, and implements human resources programs and policies including staffing, compensation, benefits, visa/green card processing, employee relations, training, and health and safety programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of human resources professionals. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200010	Human Resources Generalist I	Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. May require a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
HR09200011	Human Resources Generalist II	Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
HR09200012	Human Resources Generalist III	Designs and administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. Prepares internal employee communications regarding compensation, benefits, or company policies. Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.
OF13000038	Human Resources Assistant I	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Human Resources Compensation Survey

Job Code	Job Title	Job Description
HUMAN RESOURCES GENERALISTS (continued)		
OF13000006	Human Resources Assistant II	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree in a related area with 2-4 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
OF13000039	Human Resources Assistant III	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree or its equivalent with 5 or more years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
HR09SJ0004	Human Resources Business Partner I	Provides human resources consultation and support to a designated business unit Uses knowledge of various human resources functions, including staffing, compensation, benefits, training and employee relations to provide tactical HR support to line managers. Consults with business unit management in the strategic planning process and development of human resources strategies that support the unit's business needs. Acts a liaison to other human resources functions when necessary. Requires a bachelor's degree in Human Resources Management and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HR09SJ0005	Human Resources Business Partner II	Provides human resources consultation and support to a designated business unit. Uses knowledge of various human resources functions, including staffing, compensation, benefits, training and employee relations to provide tactical HR support to line managers. Consults with business unit management in the strategic planning process and development of human resources strategies that support the unit's business needs. Acts a liaison to other human resources functions when necessary. Requires a bachelor's degree in Human Resources Management and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HR09SJ0006	Human Resources Business Partner III	Provides human resources consultation and support to a designated business unit Uses knowledge of various human resources functions, including staffing, compensation, benefits, training and employee relations to provide tactical HR support to line managers. Consults with business unit management in the strategic planning process and development of human resources strategies that support the unit's business needs. Acts a liaison to other human resources functions when necessary. Requires a bachelor's degree in Human Resources Management and at least 8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.

Human Resources Compensation Survey

Job Code	Job Title	Job Description
HUMAN RESOURCES GENERALISTS (continued)		
HR09200353	Personnel Records Supervisor I	Oversees the maintenance of employee records, including personnel status updates, terminations, and new hirings. Supervises the collection of employee information for reports and statistical research. Ensures employee data is correctly entered into the company record keeping system. May require an associate's degree or its equivalent. A level I supervisor is considered a working supervisor with little authority for personnel actions. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Supervises a staff of administrators/clerks and typically reports to a manager.
HR09200354	Personnel Records Supervisor II	Oversees the maintenance of employee records, including personnel status updates, terminations, and new hirings. Supervises the collection of employee information for reports and statistical research. Ensures employee data is correctly entered into the company record keeping system. May require an associate's degree or its equivalent. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Supervises a staff of administrators/clerks and typically reports to a manager.
HR09200355	Personnel Records Supervisor III	Oversees the maintenance of employee records, including personnel status updates, terminations, and new hirings. Supervises the collection of employee information for reports and statistical research. Ensures employee data is correctly entered into the company record keeping system. May require an associate's degree or its equivalent. A level III supervisor has full authority and may be considered lower middle management. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Supervises a staff of administrators/clerks and typically reports to a manager.
OF13000065	Personnel Records Clerk	Performs administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires. Assists in the collection of employee information for reports and statistical research. Enters employee data into the company record keeping system. Requires a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

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Job Code	Job Title	Job Description
HUMAN RESOURCE INFORMATION SYSTEMS		
HR09200312	HRIS Manager	Manages and oversees an organization's HRIS (Human Resources Information Systems). Develops, implements, and modifies system requirements. Maintains internal database files and tables, and develops custom reports to meet the requirements of company management and staff. Identifies training needs of end users and develops and provides the necessary training to meet those needs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
HR09200314	HRIS Supervisor I and II	Maintains all human resource aspects of international placements, procedures and policies. Responsibilities also include obtaining visas, tax equalization and coordination of housing, benefits, and compensation packages. May also work with relocation firms, international agencies, or government officials. Typically requires at least a bachelor's degree in area of specialty and 0 - 5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.
HR09200315	HRIS Supervisor III	Supervises the HRIS (Human Resources Information Systems) platform and maintenance of data. Reviews data input and output reporting for accuracy. Monitors and improves data collection and reporting procedures for efficiency. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a manager or head of a unit/department.
HR09200029	HRIS Analyst I	Evaluates, analyzes, designs, and maintains company Human Resources Information Systems (HRIS). Assists in identifying new HR needs and the software products to fulfill these needs. Makes alterations to existing programs to gather and report data as necessary. May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
HR09200030	HRIS Analyst II	Evaluates, analyzes, designs, and maintains company Human Resources Information Systems (HRIS). Assists in identifying new HR needs and the software products to fulfill these needs. Makes alterations to existing programs to gather and report data as necessary. Requires a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
HR09200031	HRIS Analyst III	Evaluates, analyzes, designs and maintains company Human Resources Information Systems (HRIS). Identifies new HR needs and the software products to fulfill these needs. Makes alterations to existing programs to gather and report data as necessary. Requires a bachelor's degree in a related area and 4-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.
HR09200309	HRIS Clerk I	Performs routine administrative tasks in support of the HRIS (Human Resources Information Systems) group. Inputs data into a computer processing system and reviews output for accuracy. Generates standard reports for Human Resources or managing personnel. Requires a high school diploma or its equivalent and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.

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Job Code	Job Title	Job Description
HUMAN RESOURCE INFORMATION SYSTEMS (continued)		
HR09200310	HRIS Clerk II	Performs routine administrative tasks in support of the HRIS (Human Resources Information Systems) group. Inputs data into a computer processing system and reviews output for accuracy. Generates standard reports for Human Resources or managing personnel. May alter query variables in order to generate more complex or ad-hoc reports. Requires a high school diploma or its equivalent and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor.
HR09200311	HRIS Clerk III	Performs routine administrative tasks in support of the HRIS (Human Resources Information Systems) group. Inputs data into a computer processing system and reviews output for accuracy. Generates standard reports for Human Resources or managing personnel. Alters query variables in order to generate more complex or ad-hoc reports. Requires a high school diploma or its equivalent and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a supervisor.

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Job Code	Job Title	Job Description
LABOR RELATIONS		
EX05000247	Labor Relations Director	Directs and oversees a company's labor relations programs, policies, and procedures. Establishes and maintains satisfactory labor-management relations, interprets the collective bargaining agreements, administers grievance procedures including arbitrations, and assists all levels of management on labor matters. Requires a bachelor's degree in a related area and at least 8 years of experience in the field. Generally manages a group of labor relations specialists. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HR09200033	Labor Relations Manager	Designs, plans, and implements a company's labor relations programs, policies, and procedures. Establishes and maintains satisfactory labor-management relations, interprets the collective bargaining agreements, administers grievance procedures including arbitrations, and assists all levels of management on labor matters. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of labor relations specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200024	Labor Relations Specialist II	Participates in labor contract negotiations. May prepare contract agreements. Must be knowledgeable in federal, state and local regulations pertaining to labor issues. Represents the organization in legal hearings on labor issues and with labor governing bodies. Makes recommendations for changes to existing policies to ensure compliance with new or proposed regulations. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
HR09200025	Labor Relations Specialist III	Participates in labor contract negotiations. May prepare contract agreements. Must be knowledgeable in federal, state and local regulations pertaining to labor issues. Represents the organization in legal hearings on labor issues and with labor governing bodies. Makes recommendations for changes to existing policies to ensure compliance with new or proposed regulations. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department. A wide degree of creativity and latitude is expected.

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Job Code	Job Title	Job Description
PAYROLL		
FA06000028	Payroll Manager	Responsible for all payroll functions. May require accountability to both finance and human resource departments. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Manages payroll staff and typically reports to the controller or manager of human resources.
FA06000550	Payroll Supervisor I	Supervises the processing of payroll data. Ensures that computing, withholding, or deductions associated with net pay is done properly. Organizes and reviews forms associated with federal, state, and local authorities, such as W-2s. Oversees the distribution of paychecks or arranges direct deposit programs. Ensures payroll records are updated and reports on any matters of interest. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree or its equivalent. Relies on experience and judgment to plan and accomplish goals. Supervises a staff of analysts/clerks and typically reports to the payroll manager.
FA06000551	Payroll Supervisor II	Supervises the processing of payroll data. Ensures that computing, withholding, or deductions associated with net pay is done properly. Organizes and reviews forms associated with federal, state, and local authorities, such as W-2s. Oversees the distribution of paychecks or arranges direct deposit programs. Ensures payroll records are updated and reports on any matters of interest. A level II supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Supervises a staff and typically reports to the budgeting manager or the head of the payroll department.
FA06000552	Payroll Supervisor III	Supervises the processing of payroll data. Ensures that computing, withholding, or deductions associated with net pay is done properly. Organizes and reviews forms associated with federal, state, and local authorities, such as W-2s. Oversees the distribution of paychecks or arranges direct deposit programs. Ensures payroll records are updated and reports on any matters of interest. A level III supervisor has full authority and may be considered lower middle management. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Supervises a staff and typically reports to the budgeting manager or the head of the budgeting department.
FA06000022	Payroll Administrator	Maintains production records, timesheets, and payroll system. May be responsible for computing, withholding, and deductions associated with net earnings. May require an associate's degree or its equivalent. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. Typically reports to a payroll manager.
OF13000027	Payroll Clerk	Inputs data from time sheets, production records, or individual time cards to computerized payroll system. Also responsible for balancing payroll runs, producing federal, state and local tax payments, and answering employee questions and troubleshooting issues. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
OF13000028	Payroll Clerk, Sr.	Inputs data from time sheets, production records, or individual time cards to computerized payroll system. Also responsible for balancing payroll runs, producing federal, state and local tax payments, and answering employee questions and troubleshooting issues. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Human Resources Compensation Survey

Job Code	Job Title	Job Description
RELOCATION		
HR09200308	Employee Relocation Manager	Manages the employee relocation process. Assists the employee and/or family on all facets of relocation, including sale of current residence, lease cancellation, home purchase or rental, realtor selection, mortgage assistance, and movement of household goods. May manage a group of relocation representatives. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
HR09200047	Employee Relocation Representative I and II	Facilitates the relocation process and performs all administrative duties pertaining to relocation. Assists the employee and/or family on all facets of relocation, including sale of current residence, lease cancellation, home purchase or rental, realtor selection, mortgage assistance, and movement of household goods. May require a bachelor's degree in area of specialty and 0 - 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

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Job Code	Job Title	Job Description
TRAINING & DEVELOPMENT		
EX05000180	Training Director	Directs the design, planning, and implementation of corporate training programs, policies, and procedures. Approves new training techniques and suggests enhancements to existing training programs. Oversees relationship with vendors to ensure appropriate employee participation in outside training programs. Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HR09200041	Organizational Development Manager	Manages, designs and implements policies and procedures relating to organizational development. Facilitates implementation of appropriate change management initiatives associated with organizational transition activities. Supports the goal of establishing the human capital of the organization as a critical component in accomplishing business goals. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of training specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200357	Management Development Manager	Responsible for management employee training and development. Performs studies of management personnel and uses results to develop and implement appropriate training courses. Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.
HR09200022	Training Manager	Designs, plans, and implements corporate training programs, policies, and procedures. Researches new training techniques and suggests enhancements to existing training programs. Contracts with vendors for employee participation in outside training programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of training specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
HR09200375	Training Center Manager	Manages all operational activities of the training center. Works with executives to develop corporate training center strategies and initiatives. Contracts with vendors for employee participation in outside training programs. May perform a needs analysis on employees and train the trainer on technique and program design. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of training specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to a head of unit/department.
HR09200374	Organizational Development Consultant	Reviews, designs, and develops all aspects of a company's organizational development function. Develops training programs, facilitates implementation of appropriate change management initiatives, and reviews current development programs to ensure adherence to company goals. Responsible for continually building the company's stock of human capital and encouraging employee development. Measures performance to gauge success of programs. Requires a bachelor's degree and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HR09200013	Training Specialist I	Conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Requires a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
HR09200014	Training Specialist II	Participates in, and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Requires a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

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Job Code	Job Title	Job Description
TRAINING & DEVELOPMENT (continued)		
HR09200363	Training Analyst	Researches and develops training programs for an organization. Develops methods and materials for training staff and may prepare curriculums including lectures, ideas for group discussions, demonstrations, and workshops. Evaluates training delivery, measures results, and recommends program changes. Must stay abreast of new training methods and determine relevancy to company employees. Requires a bachelor's degree in a related area and at least 5 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HR09200390	Training Assistant I	Responsible for clerical and administrative duties related to training and organizational development. Schedules training events, hires instructors, obtains instructional materials, and ensures employees are kept abreast of training requirements. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
HR09200391	Training Assistant II	Responsible for clerical and administrative duties related to training and organizational development. Schedules training events, hires instructors, obtains instructional materials, and ensures employees are kept abreast of training requirements. Requires a high school diploma or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision. Typically reports to a supervisor.
HR09200392	Training Assistant III	Responsible for clerical and administrative duties related to training and organizational development. Schedules training events, hires instructors, obtains instructional materials, and ensures employees are kept abreast of training requirements. Requires a high school diploma or its equivalent and at least 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.

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Job Code	Job Title	Job Description
WORKERS COMPENSATION		
HR09200350	Workers' Compensation Manager	Responsible for developing, maintaining, and managing a company's workers' compensation program. Establishes standards and procedures for all matters relating to worker's compensation. Manages claim investigations, settlements, and litigation. Approves workers' compensation payments once claim has been resolved. Responsible for finding insurance provider that meets organizational goals of employee coverage and cost effectiveness. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of unit/department.
LE11000015	Workers Compensation Administrator	Coordinates the administration of the workers' compensation program. May report data to OSHA. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.