

Woodard and Curran, Inc.

Compensation Manager

Canton, MA

Posting Days:

30

CLASSIFICATION TYPE: Permanent

CLASSIFICATION TIME: Full-time

COUNTRY: United States

STATE/PROVINCE: Massachusetts

CITY: Canton

ZIP CODE: 02021

JOB TITLE:

Compensation Manager

Requisition Number:

R02153

DESCRIPTION/RESPONSIBILITIES:

JOB TITLE: Compensation Manager

STATUS: Exempt

DATE WRITTEN: July 2022

POSITION FUNCTION

The Compensation Manager is responsible for managing the compensation function for the organization, including planning, developing and implementing market-competitive and equitable compensation programs, policies and procedures in alignment with the company's Values, strategic objectives. This position is also responsible for ensuring that company compensation programs are consistently administered in compliance with internal policies and government regulations.

OUTCOMES

- Ensures the company's compensation programs, policies and processes and its overall compensation philosophy are in alignment with the company's strategic objectives and Values
- Ensures the compensation programs are administered consistently and equitably across the organization, and in compliance with federal and local laws
- Ensures the organization's compensation programs remain competitive in the marketplace

- Ensures that managers and employees have an opportunity to understand the compensation philosophy, programs and processes and ultimately how pay is determined

ESSENTIAL DUTIES

- Facilitate the development of the compensation philosophy
- Design, implement and manage the compensation structure & components, program and processes to support the philosophy
- Determine pay grade and range for new or revised job profiles, ensuring internal equity with existing positions
- Monitor the effectiveness of existing compensation practices and recommend changes that are cost-effective and consistent with economic, market & compensation trends and company objectives
- Identify and manage outside resources to ensure market competitiveness and equity analyses
- Oversee regular pay equity analyses and audits and partner with HR Team and the business to address identified inequities
- Evaluate and research industry trends and regulatory factors affecting compensation and rewards and surface those trends regularly to the VP of HR
- Oversee the participation in salary surveys and monitors salary survey data to ensure competitiveness in alignment with compensation philosophy is achieved
- Advise and facilitate resolutions for complex compensation issues with business stakeholders and Talent Partners; assist Partners and Recruiting with compensation-related requests, issues, questions, and communications
- Provide support to O&M team in the sales, acquisition and onboarding of new projects
- Provide training to leadership, managers, and employees around our compensation philosophy and pay practices; address questions with assistance from other HR team members when appropriate
- Develop and drive the annual compensation processes by providing guidance to the business and Talent Management team to support promotion and pay decisions, and advise in alignment with performance enablement
- Partner with HR Team to Find opportunities for process improvement as it relates to compensation.
- Provide support to the Compensation & HR Committee through regular analyses and recommendations regarding executive compensation
- Partner with Director, HR Solutions on design & implementation of compensation-related HRIS
- Monitor, advise and address compliance on adherence to federal and state wage and hour laws, partnering with Payroll as needed
- Hire, retain, manage & develop talent within function
- Partner with the HR Leadership team on Strategic initiatives

The list of duties is not intended to be all inclusive and other duties may be assigned as needed.

MINIMUM REQUIREMENTS

- Bachelor's degree or equivalent in business, human resources or related field and six years of progressively responsible experience in employee compensation

- Knowledge of laws and regulations as they apply to base compensation and incentive compensation programs, company policies, and operations.
- SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) and certified compensation professional credentials preferred.
- Experience utilizing HR systems, Workday preferred

PHYSICAL DEMANDS/WORK ENVIRONMENT

The duties and responsibilities are generally performed in an office environment. The position generally involves continuous sitting; frequent standing; frequent walking; light to moderate lifting; light carrying; frequent bending and reaching; keyboarding and telephone operation.

The environmental conditions generally include ambient inside temperature, lighting and noise levels. Conditions may also include extended periods of travel by automobile and/or airplane transport. May require an irregular work schedule and overtime hours.

Specific physical conditions require frequent work on computer workstations and/or twisting; kneeling; and balancing.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Compensation

Pay:

This position's anticipated pay range is provided below; final exempt salary or non-exempt hourly pay will be dependent on experience level as well as considering a % based geographic differential based on where the final candidate will be working. Geographic differentials are used to recognize and reflect cost of labor differences between geographic markets.

Annual Incentive Bonus Opportunity:

Eligible positions may receive an annual cash bonus based on the role's organizational level, and is represented as a percentage range of eligible earnings**

Pay Range

\$91,582.00 - \$137,373.00

Benefits & Wellbeing

Retirement Savings:

- 401(k) or Roth: Company will match equal to 100% of the first 3% of salary contributed, All employees are eligible to participate in the 401(k) plan and 100% vested in the value of own contributions and any employer matching contributions.

Time away from work:

- Vacation time is provided to full and part-time regular employees. Vacation is accrued, based on number of hours worked per week as well as prior years of experience.
- Woodard & Curran offers paid sick time to eligible employees who are absent due to their own non-work related, illness, injury, or medical procedure.
- Woodard & Curran provides up to 80 hours of Paid Parental Leave for bonding in a 12-month period.
- Company-paid disability insurance from Sun Life to assist with replacing a portion of your income in the event of non-job-related illness or injury. Eligible employees are automatically enrolled and eligible immediately.

Coverage and support for your needs and wellbeing:

- Personal and Family health: Company offers three medical plan options based on geography; plus HSA and FSA plans are available based on eligibility, additional options include vision, dental and vision plans.
- Company provides basic employee group life insurance and AD&D benefits, additional voluntary life and AD&D coverage is available through Sun Life.
- WayForward powered by Dario: EAP Program combined with personalized mental health and wellbeing coaching.
- LiveWell wellbeing: credit incentive is available, up to \$600 annually – nutrition and fitness, and access to the Virgin Pulse wellness platform.
- Education: Tuition assistance offers eligible employees up to 100% reimbursement of tuition, books and fees up to \$5250 per year, for courses related to the employee's job or planned career development.

To apply for this position, please use the following URL:

https://ars2.equest.com/?response_id=5451df2c439a05873b5e7c7165764c08