

**Human Resources Compensation Administrator
University of Maryland Medical Center
Baltimore, MD**

This role conducts and analyzes market surveys, conducts job evaluations and writes job descriptions, works with H.R. Generalist and departmental management on internal and market equity adjustments. Advises supervisors and management staff in administration of UMMC compensation policies and procedures.

Responsibilities:

- Completes written salary survey questionnaires, to provide salary information for larger national surveys. Reviews results of salary surveys, evaluates market and economic trends, compiles, analyzes and interprets data to recommend salary ranges, adjustments and hiring rates for salary structures and individual rates.
- Investigates requests for the study of existing, new or modified jobs throughout the Medical System. Reviews and evaluates requests for position reclassifications. Establishes new positions and reclassifies incumbent employees in accordance with UMMS Human Resources compensations policies and procedures.
- Reviews and calculates employee salary adjustments and performance increases and various job classification and status changes to assure compliance with compensation guidelines, policies and practices, in accordance with generally accepted compensation practices. Researches discrepancies and resolves such with department supervisors and various other affected parties (payroll, department heads, employees).
- Develops, writes, edits and clarifies job descriptions assuring compliance with various standards and regulations particularly those of the Joint Commission and the Department of Labor. Reviews and updates job descriptions upon request on a regular basis.
- Explains compensation policy, practices and systems to supervisors, managers, department heads and administrators regularly. Reviews exceptions to policy in hiring rates, special adjustments, merit or promotional increases and recommends appropriateness of such exceptions in relation to policy, practice and legal requirements to the Director, Benefits, Compensation & HRIS for decision.
- Investigates salary administration problems/concerns such as, internal equity issues and job classification changes; reviews special salary adjustments such as bonuses, shift differentials, on-call pay or special pay plans for appropriateness, equity and market competitiveness.
- Coordinates efforts and activities with Payroll, Information Systems, Budget and other relevant departments to implement system adjustments, salary structures and resolve individual payroll questions and various other issues regularly and as needed.

- Generates various computer reports, regularly, to support, explain, document, record and justify and all of the aforementioned studies, salary requests, investigates requests and position reviews, using Human Resources Information System (HRIS) and various PC software packages. Maintains various required records, reports and files.

Qualifications

- Bachelor's degree in Business Administration, Human Resources/Personnel Administration, Psychology or a related area of study is required.
- Three years professional Human Resources, compensation-related experience, including job analysis and salary review and administration or equivalent is required.
- Knowledge of compensation/salary administration principles and practices and compensation issues related to employment and hiring, records management, HRIS, federal compensation regulations, EEOC/ADA regulations.
- PC skills in word processing and spreadsheet software and use of HRIS are required. Analytical skills are required.
- Highly effective verbal, interpersonal and written communication skills are necessary to work with supervisory, management, medical, nursing, administrative staff, various hospital personnel and the community.

We offer a generous compensation package including an employer sponsored pension plan, tuition reimbursement and more! Located in downtown Baltimore, near the Inner Harbor and Oriole Park at Camden Yards, you won't find a more vibrant place to live and work.

UMMC is proud to support an environment of diversity and encourages inquiry from all applicants. EOE

To learn more and to apply, visit: jobs.umm.edu