

Position Title: Compensation & HR Systems Manager

Department: Human Resources Services

Reports to: Director of Operations

Code:

Group: Act 93, Zone 29

Date: July 2026

PURPOSE OF POSITION:

The Compensation & HR Systems Manager provides strategic leadership for the design, optimization, integration, and governance of the organization's compensation, payroll, and HR data systems and related processes. This role is responsible for developing scalable processes and technology solutions that enhance data integrity, operational efficiency, reporting capabilities, compliance, and decision-making across the organization.

The position serves as the primary steward of HR and payroll system architecture, leading system integrations, process automation, data management, and continuous improvement initiatives. Working closely with operational teams, the Compensation & HR Systems Manager leverages technology and analytics to track, manage, monitor, and transform data into actionable business insights and outcomes that support organizational objectives.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Administers and maintains compensation structures, salary schedules, pay zones, and salary placement practices. Conducts compensation analysis and ensures consistent application of compensation policies. Collaborates with the Staffing and Employee Relations team on compensation-related matters and recommendations.
 2. Leads the analysis, configuration, and implementation of compensation changes arising from Board approved actions, collective bargaining agreements, compensation plans, and organizational compensation strategy. Ensures compensation programs, salary structures, payroll processes, and HRIS configurations are aligned with approved changes and support accurate, compliant, and efficient administration.
 3. Supports the Director of Operations in executing compliance and governance by translating regulatory requirements, contractual obligations, and organizational policies into effective processes, system controls, reporting practices, and procedures.
 4. Leads and develops the Project Management Coordinators, providing direction, support, and oversight for project administration, technology initiatives, compliance programs, process improvement efforts, and special projects that support organizational and departmental objectives.

This is not a complete itemization of all facets of this position.

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5. Provides oversight of payroll systems, controls, and compliance practices through the leadership of the Payroll Supervisor, ensuring payroll processes, reporting, and system functionality align with regulatory requirements, organizational policies, and operational objectives.
6. Provides leadership for the development, implementation, testing, and optimization of HRIS systems, partnering with the ERP Manager and functional area managers to design, enhance, and support system integrations, workflows, automation, and business process improvements.
7. Participates in compensation surveys, market benchmarking, and compensation analysis to support organizational compensation strategies and recommendations.
8. Administers the unemployment compensation program, including claims management, reporting, and related compliance activities to minimize claims exposure and ensure accurate processing.
9. Reviews Independent Contractor Agreements to ensure appropriate classification as an independent contractor.
10. Develops reporting, audit, data governance, and internal control practice that strengthen data integrity, compliance, and decision-making while ensuring HRIS operations align with organizational needs and evolving regulatory requirements.
11. Contributes to the effective team management of all problems, issues and opportunities. Provides leadership to day-to-day activities and meetings of the HRS staff to include interpretation and application of internal and external policy and procedures throughout the IU13.
12. Provides outstanding customer service to internal and external customers of the IU13 in all oral, written, and interpersonal communications.
13. Keeps the Director of Operations informed of significant events and activities that impact Human Resources Services and the IU13 organization.
14. Performs other duties as assigned.
15. Adheres to the established work schedule through regular and consistent attendance.
16. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education/Experience:	Bachelor's degree in Human Resources, Information Systems, Business Administration, or a related field. Minimum of five (5) years of progressively responsible experience in relevant areas, including in HRIS administration and compensation and supervisory experience.
Other Qualifications:	Demonstrated ability to think strategically and analytically, leveraging data, technology, and business processes to identify issues, develop solutions, and drive continuous improvement. Strong understanding of system design, process mapping, data governance, reporting, and the integration of HRIS, payroll, compensation, and related systems. Exceptional problem-solving, critical thinking, project management, and decision-making skills with the ability to evaluate complex situations, analyze impacts, and implement effective solutions.

SUPERVISION OF PERSONNEL:

*This is not a complete itemization of all facets of this position.
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Payroll Supervisor (1), HRIS Analyst (1), and Project Coordinators (2)

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 90%
Walk/stand: 10%
Driving: as required for position

Lifting: Some lifting up to 20 lbs.

Vision: Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Normal office environment

I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date