

# Missouri Department of Transportation

Code: R04634

Title: Compensation Manager

Exemption Status: Exempt

Grade: 17

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## Job Description

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 01-01-2005

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

**Minimum/Required  
Qualifications** Bachelor's Degree: Business Administration, Human Resources/Personnel Management, or related field

Six years of professional experience in human resources.

**Supervisory  
Responsibilities** Full Supervision

**Location** Central Office - Human Resources

**Special Working  
Conditions/Job  
Characteristics** Job requires occasional, statewide, overnight travel.

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## Examples of Work

- (1) Supervises and conducts the ongoing analysis and evaluation of jobs and the maintenance of the department's internal job structure.
- (2) Directs and supervises the development and maintenance of the department's job descriptions and job specifications.
- (3) Directs and supervises the interpretation and usage of salary survey data and other compensation related information.
- (4) Researches, develops, and suggests modifications to existing compensation policies and procedures.
- (5) Supervises the monitoring of personnel transactions for compliance with compensation policies and practices.
- (6) Advises employees and managers concerning compensation issues; monitors statewide compliance to policies and procedures.
- (7) Coordinates and conducts research and special studies to establish and maintain compensation policies and procedures.

- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (9) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**