

University of the Pacific
Stockton, California

UNIVERSITY OF THE
PACIFIC



Position Profile
Compensation Manager
October 2017



The Institution

University of the Pacific (Pacific) is a nationally ranked university with three distinct campuses united under one common goal: to educate and prepare the leaders of tomorrow through intensive academic study, experiential learning, and service to the community. Drawing on its rich legacy as the oldest chartered university in California, Pacific is a student-focused, comprehensive educational institution that produces outstanding graduates prepared for personal and professional success. The student body thrives in Pacific's small classes and dynamic cultural environment, while its distinguished alumni are transforming their communities every day.

Widely recognized as one of the most beautiful private university campuses in the West, the Stockton Campus offers more than 80 areas of study in nine schools and colleges, including 25 graduate programs and 10 accelerated programs. The university's distinctive Northern California footprint also includes its San Francisco Campus, home to the Arthur A. Dugoni School of Dentistry and graduate programs in health, food and technology fields, and the Sacramento Campus, home to the Pacific McGeorge School of Law and graduate programs in health, education, business, public policy and data science. Undergraduates make up more than half of the total University population, with more than 3,800 undergraduates and more than 1,150 graduate and professional students enrolled for the current academic year. Pacific students benefit from small class sizes which average a student-faculty ratio of 12:1. To learn more about University of the Pacific go to: www.pacific.edu.

Location: Pacific's main campus in Stockton, California consists of 175 acres of brick and ivy-covered buildings in the tradition of Ivy League colleges. It is ranked one of the ten most beautiful college campuses in the country and is perfectly situated half way between Sacramento and San Francisco.



Interesting facts:

- Pacific became California's first chartered institution of higher education in 1851 and was the first co-ed university in California.
- Pacific is fully accredited by the Western Association of Schools and Colleges (WASC).
- Pacific rankings:
 - US News and World Report 2016 ranks Pacific top 15 - Campus Ethnic Diversity (National Universities category)
 - The Wall Street Journal/Times Higher Education ranks Pacific No. 10 top private college in California and No. 13 top private college in West
 - The Brookings Institution ranks Pacific No. 3 Best-Value College in California (2015)

The Position

Under the general direction of the Director of Human Resources the Compensation Manager serves as a strategic business partner facilitating the development, implementation and maintenance of the University's compensation programs and salary practices. The Manager will serve in a leadership role for initiatives that cross three campuses. The essential functions listed below describe the general nature and level of work but are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

- Serves as part of the HR management team in developing and implementing policy, process, structure, and guidelines for salary administration.
- Researches emerging compensation trends and recommends strategies to meet the challenges in maintaining the compensation philosophy of the University.
- Monitors and analyzes the market competitiveness of the University's staff compensation program.
- Participates in salary surveys and analyzes resulting data.
- Advises, counsels and provides support to University departments/units in compensation matters including creative solutions to compensation problems and issues.
- Takes a lead role in annual salary planning process, reviews proposed salary adjustments for conformance to established guidelines, policies and practices. Prepares reports, market data and other supporting analyses for the annual staff compensation proposal to the Vice President of Business and Finance.
- Evaluates and identifies reputable sources of compensation data and manages compensation surveys participation.
- Manages job evaluation, job description development process, benchmarking, market pricing, classification, salary adjustments, hiring range, and conducts compensation analysis to support compensation recommendations.
- Applies knowledge of local, state, federal laws and employment trends that may affect compensation programs, practices, and policies.
- Responsible for job structure management and integrity of compensation systems and data.
- Serves as part of leadership team to create and cement positive relations between three campuses.
- Performs other related duties as assigned or requested.



Qualifications

Minimum Qualifications:

- Bachelor's degree in related field
- Five (5) or more years of compensation experience
- Extensive understanding of compensation related principles
- Familiarity with job analysis and position classification

Preferred Qualifications:

- Professional certification in Human Resources
- Advanced knowledge of compensation and other human resources business principles, practices and procedures
- Strong project management skills
- Excellent innovative, analytical and diagnostic skills and a practical thinker
- Extensive Excel skills in manipulating large spreadsheet and management of data
- Strong ability to establish and maintain effective working relationships
- Excellent verbal and written communication skills
- Exceptional attention to detail
- Ability to partner with internal constituents to ensure proper buy-in for changes and enhancements
- Strong interpersonal skills and ability to work at all levels of the organization
- Strong organizational skills; ability to multi-task and plan work to meet deadlines, strong attention to detail
- Positive attitude, proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion



To Apply

University of the Pacific, in consultation with Summit Search Solutions, will begin reviewing applications materials immediately and continue until the position is filled. Please submit your resume and letter of interest upon application. All applications and nominations will be held in confidence.

To apply online, click here:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=9982147&portalID=5652>

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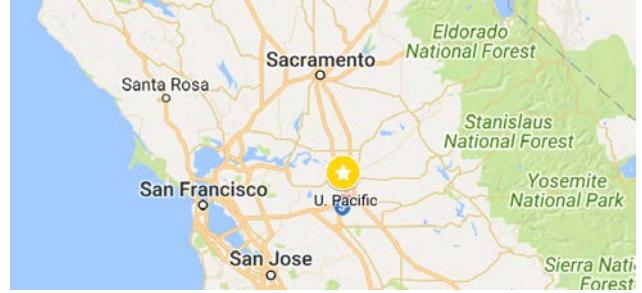
University of the Pacific is an affirmative action and equal opportunity employer dedicated to workforce diversity. In compliance with applicable law and its own policy, Pacific is committed to recruiting and retaining a diverse faculty and staff and does not discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, color, religion, national origin, ancestry, age, genetic information, sex/gender, marital status, military and veteran status, sexual orientation, medical condition, pregnancy, gender identity, gender expression, or mental or physical disability.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Arizona, New York, North Carolina and California.

About Stockton and Surrounding Areas

Home to more than 700,000 residents, Stockton has a diverse community and access to everything from Japanese grocery stores to the first Sikh temple in the United States. Stockton's relatively low cost of living compared to other California metro areas draws many new citizens – residents are within easy reach of San Francisco, Sacramento, and San Jose, but real estate in Stockton can be a third of the cost. In addition, its central location in Northern California places Stockton in the midst of farms and vineyards, and organic produce is abundant.



The revitalization of Stockton's downtown area has breathed new life into the city, and patrons are seeing a refurbishment of entertainment and recreational options. Stockton's arts and entertainment sector is vastly growing, and the historic Bob Hope Theatre has paved the way for nightly entertainment in the heart of downtown. Art lovers enjoy frequenting the Haggin Museum, which houses works by 19th and 20th century American and European artists, and the Stockmarket, where local artists sell their work amid live music and street food carts.

Meanwhile, Stockton offers opportunities to enjoy its warm, sunny weather. California's Delta waterway runs right through Stockton, making it a premier location for boating and water sports. Stockton also boasts several golf courses and more than 60 parks, and it's about two hours from major beaches (Santa Cruz and Monterey Bay) and ski resorts (Kirkwood and Bear Valley).

Sports fans can catch minor league baseball games at Banner Island Ballpark, home of the Stockton Ports. They can also cheer on the Stockton Heat professional hockey team and the University of the Pacific Division I Tigers basketball team.

To learn more about Stockton, visit:

<https://stocktonchamber.org>

www.visitstockton.org

<https://realestate.usnews.com/places/california/stockton>

