

Compensation Manager (local hybrid remote/onsite work opportunity)

Job ID: req3812

Employee Type: exempt full-time

Division: Human Resources

Facility: Frederick: ATRF

Location: 8560 Progress Dr, Frederick, MD 21701 USA

The Frederick National Laboratory is a Federally Funded Research and Development Center (FFRDC) sponsored by the National Cancer Institute (NCI) and operated by Leidos Biomedical Research, Inc. The lab addresses some of the most urgent and intractable problems in the biomedical sciences in cancer and AIDS, drug development and first-in-human clinical trials, applications of nanotechnology in medicine, and rapid response to emerging threats of infectious diseases.

Accountability, Compassion, Collaboration, Dedication, Integrity and Versatility; it's the FNL way.

PROGRAM DESCRIPTION

This is a hybrid-remote position with the Compensation Team in Human Resources (HR), will work across the entire organization and will be a key partner who must foster trust and build relationships effectively to embody the shared vision, mission and values of FNL and HR priorities. The HR Directorate, located in Frederick, MD, provides support to 2400+ employees in the areas of recruitment and staffing, employee relations and counseling, career development, wage and salary administration, and employee benefits.

KEY ROLES/RESPONSIBILITIES

You will develop and maintain Frederick National Laboratory for Cancer Research (FNLCR)'s overall compensation policies and strategy. FNLCR aspires to be the best-in-class, go-to destination for top biomedical talent. Our rewards strategy is key to ensuring we can attract, retain, and engage talent of this caliber. The compensation manager will ensure we have a competitive yet differentiated plan to win in our talent markets.

The scope of this role covers all cash compensation vehicles include base comp for both exempt and non-exempt staff and short-term incentives, as well as cash and non-cash equivalents to support HR programs such as our peer-to-peer recognition program. The scope may extend to assisting Leidos corporate in administration certain long term incentive plans.

A primary responsibility of this role will be the development, management, and administration of FNLCR's benchmarked compensation structures for the relevant pay markets in which we compete for top talent. The structure will provide a framework for pricing our jobs, ensuring market competitiveness and ensuring peer equity,

- Develop and administer FNLCR's rewards strategy and related policies.
- Using our PayScale platform, identify our applicable pay markets and comp structures within them.
- Using PayScale's data resources to articulate market dynamics, including identifying micro-markets where competitive pressure may pose a threat to FNLCR's ability to perform.

- Determining comp structure includes recommending our market positioning, grade structures (or broad-bands), grade-spans, mid-point differentials, policies for promotions and reclassifications, plan comp administration, etc.
- Maintains FNLCCR's Inventory of Authorized Jobs and defines and manages all FNLCCR job descriptions for using in job pricing, career pathing, staffing.
- Working with others in the HR team to facilitate career path development.
- Utilize life sciences industry knowledge and expertise to provide consultation and support to our directorates and other business partners on job architecture and career pathways as well as defining mid-point escalation based on market movements.
- Partner with HR team members to develop, facilitate, and adhere to project plans associated with career framework initiatives including partnering with HR and the business to operationalize and maintain the framework.
- Lead and guide career pathway discussions with internal senior leaders.
- Perform on-going compensation analyses and market pricing, including FLSA testing and classification.
- Manages compensation events such as annual merit and promotion cycles. Determines the merit budgets and process for merit awards.
- All other duties as assigned.
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BASIC QUALIFICATIONS

To be considered for this position, you must minimally meet the knowledge, skills, and abilities listed below:

- Possession of a Bachelor's degree from an accredited college or university (according to CHEA) in HR or related field. Foreign degrees must be evaluated for U.S. equivalency.
- In addition to the education requirements, a minimum of eight (8) years of progressive compensation experience within an HR function
- Extensive experience using compensation survey platforms to benchmark current market salary ranges
- Skilled in designing & evaluating job architecture/career ladders, market price job evaluation, and competitive analysis.
- Experience with HRIS, Compensation, and/or Job Description Management Systems.
- Experience building compensation models and conducting pay analysis.
- Strong knowledge of compensation theory and local, state and federal laws and regulations, such as the FLSA, Equal Pay Act, minimum wage, and overtime.
- Experience working with, and knowledge of short and long-term incentives.
- Advanced skills in Microsoft Excel, Word, and PowerPoint; Able to build and navigate complex spreadsheets through the use of formulas, pivot tables, and charts.
- Ability to work with confidentiality, multi-tasking, leading projects, presenting material to managers, and meeting deadlines.
- Ability to obtain and maintain a security clearance.
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PREFERRED QUALIFICATIONS

Candidates with these desired skills will be given preferential consideration:

- Corporate or consulting experience in the life sciences industry (pharmaceutical, biotech, medical devices, etc.).
- Certified Compensation Professional, Global Remuneration Professional (GRP), or related compensation certification strongly preferred.
- Thorough knowledge of PayScale's platform.
- Experience operating in an FFRDC environment.

Equal Opportunity Employer (EOE) | Minority/Female/Disabled/Veteran (M/F/D/V) | Drug Free Workplace (DFW)

#readytowork