



VECRA is seeking a Full-Time

Compensation Manager

VECRA, Inc. seeks a Compensation Manager to support the St Louis, Missouri Bi-State Development Agency.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

Vigilant * Efficient * Collaborative * Responsive * Accurate

Job Description

The Compensation Manager will support the Bi-State Development Agency in its Human Resources department. The Compensation Manager will oversee and manage the organization's compensation programs, ensuring competitive and equitable pay practices. This role involves developing, implementing, and maintaining compensation policies and structures that align with the agency's strategic goals and objectives.

ROLES and RESPONSIBILITIES

- Design, maintain, document, and administer internally equitable and externally competitive direct compensation programs.
- Play a vital role in recruitment and retention through developing, maintaining, and administering market-competitive compensation programs.
- Ensure direct compensation programs and practices comply with organizational policies and state and federal statutes and legislation.



- **Develop salary increase budgets and pay structure adjustments.**
- **External research monitoring compensation for similar positions in different organizations, staying aware of the general labor market and salary trends, and helping the company stay competitive.**
- **Plan, develop, and implement a corporate-wide compensation program to support job evaluation, performance appraisal, and base pay management.**
- **Determine job roles and compare market data.**
- **Build a pay structure for each job and pay range based on tenure, experience, education, etc., that is fair between job functions and experience.**
- **Develop, recommend, and present policies and plans to executive and senior-level management while assuring compliance with government regulations, e.g., DCAA, DOL, etc.**
- **Participate in salary surveys, and analyze data from survey sources to determine internal and external competitiveness.**
- **Carry out analytical assignments involving developing, implementing, and administering compensation programs.**
- **Conduct Human Resource analytics, data analysis and interpretation of trends to support proactive planning and equity.**
- **Design and prepare ad hoc compensation and budget-related reports for management.**
- **Assist in preparing the annual merit increase and incentive programs and budgeting.**
- **Analyze data and relevant market trends and develop salary structures and market pricing recommendations.**
- **Evaluate job positions to determine equity, classification, exempt and nonexempt, and salary of job positions to compensate appropriately and fairly across campus.**
- **Enhance knowledge of market relativity through conducting wage surveys, job pricing and benchmarking, market analysis, and internal data analysis.**
- **Analyze data and present to stakeholders digitally, in person, and in written forms.**
- **Responsible for compensation survey software, monitoring for discrepancies and updates needed to align with market changes.**
- **Design operating procedures for maintenance and implementation of various compensation plans.**
- **Act as primary liaison with outside agencies, vendors, and line management on compensation issues or concerns.**



- Participate in salary surveys to obtain current data for job evaluations to ensure the Company's competitiveness in the marketplace; compile, analyzes, and evaluate survey data; maintain data sources with internal stakeholders
- Investigate, supervise, motivate, lead, teach, influence, sell, read, write, interpret, and explain technical and/or complex information related to compensation program management.
- Oversee and manage support staff related to developing and revising compensation plans.
- Develop material to inform, train, and educate employees of compensation policies.
- Facilitate discussions on a Compensation Philosophy that aligns with the Agency's strategic goals.
- Generate analytics for use by functional and business unit management to assist with compensation management decisions; Provide summary reports at the end of each measurement and/or merit or COLA increase cycle for management review.
- Review and sign off on all pay rate changes to ensure and validate consistency.

QUALIFICATIONS and REQUIRED SKILLS:

- Minimum five years of related experience
- Certified in one of the following:
 - Certified Compensation Professional (CCP)
 - SHRM Certified Professional (SHRM-CP)
 - Senior Certified Professional (SHRM-SCP)
 - HRCI Professional in Human Resources (PHR)
 - Senior Professional in Human Resources (SPHR)
 - Certified Employee Benefit Specialist (CEBS)
- Strong knowledge of compensation principles, practices, and regulations.
- Experience with compensation surveys, market analyses, and job evaluation methods.
- Proficiency in HRIS systems and compensation management software.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong interpersonal and communication skills, with the ability to interact effectively with all levels of the organization.



EDUCATION

- Bachelor's degree in business administration, human resources, or a related field
- Equivalent experience may be in lieu of a degree

OTHER

- **Req Type:** Nationwide
- **Salary:** Determined based on experience and education
- **Location:** Hybrid; Saint Louis, Missouri
- **Travel:** No

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to HumanResources@vecrainc.com with **Subject Line:** Compensation Manager