

Title: Staffing and Compensation Manager

PG: 64

Status: Civil Service

Position Reports to: Director of Civil Service, Staffing and Compensation

Department: Human Resources

Class Code: 2264

Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced responsible human resource work in the fields of Recruiting, Testing & Assessment, and Compensation & Classification. An employee in this class is responsible for the administration, development, and maintenance of the Recruiting, Testing & Assessment, and Classification & Compensation functions. The incumbent will carry out various department assignments and assist in the more difficult aspects of human resource administration. A high degree of initiative and independent judgment is required within the frame work of established policies, procedures, and instruction. Work is reviewed by the Director through periodic conferences and reports.

ESSENTIAL FUNCTIONS:

1. Design, development and maintenance of the approved pay system, including a leadership role in the Pay for Performance initiative.
2. Manages, recommends or approves pay program guidelines.
3. Analyzes systems and develops and interprets policies and procedures. Assists in the automation of the compensation function.
4. Oversees the completion of position surveys as necessary, makes recommendations regarding City job classifications, and approves job descriptions.
5. Oversees wage and benefits surveys, prepares statistical and appropriate data for analysis and formulates recommendations regarding wage and benefits.
6. Performs research and analysis to support department activities.
7. Oversees City wide testing, evaluation and assessment program utilizing professionally accepted testing procedures.
8. Oversees job analyses processes.
9. Keeps abreast of state, federal, and local governmental laws and regulations, both existing and proposed, for impact and potential impact on the workforce and operations, and consults with other HR personnel regarding laws, policies, regulations and practices to ensure proactive actions and to decrease potential liability.
10. Implements, monitors and oversees the conduction of Wage and Hour audits in accordance with Federal guidelines and implements and monitors Wage and Hour compliance in accordance with Fair Labor Standards Act.
11. Designs other compliance procedures in order to meet requirements of state and federal laws.
12. Supervises, evaluates, and mentors division staff.
13. Serves as Service Liaison to assigned Service Cluster and works collaboratively with HR Management team.
14. Ensures compliance with Civil Service Ordinance and Rules.
15. Oversees recruitment and application process.
16. Oversees the T.O. (Organizational Design), and PPR (Performance Management) program.
17. Oversees the internship program for the City.

ADDITIONAL RESPONSIBILITIES:

1. Participates in the development and implementation of various Human Resource, organizational development, process improvement, and Sterling/Baldrige initiatives.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of Classification & Compensation systems and programs.
2. Knowledge of human resource management techniques and methods.

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3. Knowledge of the organizational structure of a medium to large municipality or equivalent employer.
4. Knowledge of job analysis techniques and procedures.
5. Knowledge of test principles, methods and practices.
6. Skill in interpreting data pertaining to Staffing and Compensation.
7. Skill in preparing and analyzing written reports, research and survey data.
8. Skill in leading and utilizing process improvement techniques.
9. Ability to specify the parameters of HRIS reports.
10. Ability to establish and maintain effective, collaborative working relationships with co-workers, other city employees and the general public.
11. Ability to plan, assign, evaluate, and direct the work of division staff.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in Human Resources, Industrial/Organizational Psychology, business or public administration, or related field. Master's degree preferred.
2. Five (5) years of progressively responsible experience in human resource work (three (3) of which are in a supervisory role) including Recruiting, Testing & Assessment, or Compensation & Classification.
3. Experience with process improvement, implementing best practices initiatives such as the Sterling/Baldrige Criteria, and continuous improvement cycles preferred.
4. Professional certification in the field of Human Resources preferred.
5. Completion of City University Level two (2) or completion within twelve (12) months.
6. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.