

Title: HR Specialist – Classification and Compensation
PG: 54
Status: Civil Service
Position Reports to: Staffing and Compensation Manager
Department: Human Resources

Class Code: 2272
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced responsible personnel work in the field of Compensation & Classification. An employee in this class is responsible for the administration, development, and maintenance of the Compensation & Classification functions, as well as carrying out various department assignments and assisting in the more difficult aspects of personnel administration. Other major functions include the implementation and monitoring of federal, state and local legislation compliance such as Wage and Hour and Equal Pay legislation, the design, development and maintenance of a pay-for-performance system, and other creative compensation programs for all positions. Manages, recommends or approves pay program guidelines. Analyzes systems and develops and interprets policies and procedures. Assists in the automation of the compensation function. 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 Manager of Staffing and Compensation.

ESSENTIAL FUNCTIONS:

1. Conducts position surveys as necessary, makes recommendations regarding City job classifications, and writes job specifications.
2. Performs wage and benefits surveys, prepares statistical and appropriate data for analysis. Formulates recommendations regarding wage and benefits.
3. Performs research and analysis in preparation for collective bargaining, compiles data for effective use in and during negotiations.
4. Acts as liaison between City of Lakeland and various consultants, providing project oversight and contract compliance.
5. Evaluates human relations and work related problems among employees, meets with supervisors and managers to discuss possible effective remedies.
6. May assist in the collective bargaining process or assists in conducting supervisory and management training relative to such agreements.
7. Conducts Wage and Hour audits in accordance with Federal guidelines and implements and monitors Wage and Hour compliance in accordance with Fair Labor Standards Act. Designs compliance procedures accordingly.
8. Supervises, evaluates, and mentors division staff.

ADDITIONAL RESPONSIBILITIES:

1. Participates in the development and implementation of various Human Resource and Organizational Development initiatives.
2. Performs related work as required

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of modern Compensation & Classification systems and programs.
2. Thorough knowledge of modern personnel management techniques and methods, including employee and labor relations.
3. Thorough knowledge of the organizational structure of a medium to large municipality or equivalent employer.
4. Thorough knowledge of Affirmative Action and Equal Employment Opportunity Laws as they pertain to the public sector.
5. Considerable knowledge of the various laws and regulations pertaining to municipal personnel administration.
6. Skill in oral communication and preparing written reports, research and survey data.
7. Ability to utilize the techniques necessary to carry out assigned responsibilities.

Title: HR Specialist – Classification and Compensation
PG: 54
Status: Civil Service
Position Reports to: Staffing and Compensation Manager
Department: Human Resources

Class Code: 2272
Date: 09/08

8. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.
9. Ability to make independent judgments and to solve minor administrative problems.
10. Ability to plan, assign, evaluate, and direct the work of subordinate personnel.
11. Demonstrated proficiency in the operation of HRIS and report writing software programs.

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 personnel administration or business administration.
2. Five (5) years of progressively responsible experience in human resource work including Compensation & Classification.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Professional certification in the field of Compensation & Classification preferred.
5. Completion of City University Level one (1) or completion within twelve (12) months.

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.