

CLASS TITLE: COMPENSATION AND POLICY ADMINISTRATION MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the ongoing management of the City's compensation, classification, policy and progression systems; administration of all non-sworn disciplinary actions; and other related duties.

ESSENTIAL TASKS:

- Coordinates revisions to the Personnel Policy and Procedure Manual to ensure compliance with federal and state laws and the City of Tulsa Charter
- Oversees City-wide disciplinary guidelines and management of the pre-action/pre-termination hearing process
- Prepares and presents recommendations to the HR Director and Mayor's Office related to total compensation and supervises the administration of all approved pay increases
- Manages the City's pay administration section by providing planning, analysis and review of both union and non-union compensation systems
- Assists the Labor and Employee Relations Manager to collect data as it relates to collective bargaining, and compiles market salary data; analyzes and provides summary information to management
- Manages the City's classification system, taking a management role in conducting major job studies and supervising the work of analysts assigned to specific classification reviews
- Reviews and approves hiring and promotional pay rates for all non-sworn employee groups
- Provides support for labor negotiations by developing and/or reviewing all pay proposals, presenting proposals at negotiations, and testifying at arbitration proceedings as necessary
- Manages the City's progression programs, reviewing and updating as needed
- Researches, develops, and provides recommendations to management regarding alternative reward systems and changes to the City's total compensation programs
- Reviews policies and procedures regularly and provides updates as needed to ensure compliance with current HR programs
- Manages staff responsible for HR Open Records Requests, and other reporting as required by law, including EEO, OSHA, and grant related reports.
- Communicates with and trains employees on various compensation, classification, policy and progression related topics
- Performs departmental administrative functions and special projects as assigned
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, or a social or behavioral science, and five (5) years of progressively responsible experience in the analysis and administration of total compensation and classification systems, including two (2) years supervisory or management experience or relevant experience related to the essential tasks lists in this job description.

Employee will be eligible for a 2.5% increase for possession of the Professional in Human Resources (PHR) or Society for Human Resource Management-Certified Professional (SHRM-CP) certification and employment in the position for one year. Employees will be eligible for an additional 2.5% increase (or 5% increase if they never received the initial increase for the PHR/SHRM-CP) for obtaining the Senior Professional in Human Resources (SPHR) or Society for Human Resource Management-Senior Certified Professional (SHRM-SCP) and employment in the position for one year.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices, and techniques used in position classification and salary administration; considerable knowledge of City of Tulsa Policies and Procedures; considerable knowledge of employee relations, HR laws and requirements, and investigative techniques. Ability to maintain confidentiality; ability to present ideas effectively both verbally and in writing; ability to make complex statistical calculations as applied to market salary data and budget analysis; ability to supervise others; and the ability to understand and influence the behavior of others within the

organization, customers, subordinates, or the public in order to achieve job objectives and cause action or understanding. Skill in conducting in-depth interviews and investigations.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Advanced technical training in the compensation and classification area preferred. Possession of the PHR/SHRM-CP or SPHR/SHRM-SCP certification is preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

Class Code: 1218

EEO Code: E-02

Pay Code: EX-44

Group: Clerical and Administrative

Series: Personnel Management

Effective date: January 12, 2022