CLASS TITLE: MANAGER OF COMPENSATION AND POLICY ADMINISTRATION

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the ongoing management of the City’s compensation, classification and progression systems; development and administration of total compensation and alternate reward systems for both union and non-union pay groups; management of special studies and investigations; and other related duties.

ESSENTIAL TASKS:

- Provides management oversight and/or investigates administrative grievances, EEOC/OHRC filings, Civil Service Commission Charter appeal cases and discrimination complaints
- Coordinates revisions to the Personnel Policy and Procedure Manual
- Manages HR mandated programs, COBRA, unemployment, FMLA, disability review, Equal Employment and Affirmative Action Programs and other necessary HR services Oversees City-wide disciplinary guidelines and management of the disciplinary action report
- 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
- Supervises the work of analysts in the compilation of 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
- Participates in labor negotiations by developing and/or reviewing all pay proposals, presenting proposals at negotiations, and testifying at arbitration proceedings as necessary
- Assists with union negotiations by providing contract interpretations and serves as a department representative on the management negotiation team as necessary
- Manages the City’s progression program
- 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
- Communicates with and trains employees on various compensation, classification, and progression related topics
- Performs departmental administrative functions and special initiatives
- Supervises department records management and payroll functions
- 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 six (6) years of responsible experience in the analysis and administration of total compensation and classification systems; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

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; Incumbent will be required to obtain a Certified Compensation Professional Certification through the WorldatWork Society of Certified Professionals.

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

Class Code: 1020
EEO Code: E-02
Pay Code: EX-48

Group: Clerical and Administrative
Series: Personnel Management

Effective date: November 16, 2010