



CLASSIFICATION AND COMPENSATION MANAGER

Department: Human Resources
Job Class #: 157800
Pay Range: Professional 10

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This is responsible professional, administrative, and supervisory work in the management and coordination of the Employment and Classification Division within the Human Resources Department. An employee in this classification is responsible for performing a wide variety of managerial, analytical, and coordinating tasks. Responsibilities include supervising and evaluating the work of professional, technical and clerical staff engaged in, classification, compensation, and recruitment to include personnel that represent the Civil Service Commission for the Sheriff's Department. The position requires considerable interaction with other County departments and agency management and the general public.

ESSENTIAL FUNCTIONS:

- Perform administrative and supervisory functions relative to operational activities and personnel, which include acting as a contact point for coordination of major projects, determining work priorities, and issuing work assignments to meet service delivery demands and workload fluctuations.
- Responsible for performing a wide variety of tasks in assisting in the development and administration of the County Human Resources Information System.
- Interact with the daily operations of the divisions within the department; draft regulations and facilitate the preparation and maintenance of general departmental plans and County policy.
- Participate in the coordination, preparation, review and administration of the department's annual budget.
- Act as an integral member of departmental management team.
- Monitor and administer hiring process to include obtaining approval for filling vacancies as needed, processing of hiring forms and other similar administrative tasks.
- Supervise, plan and coordinate the recruitment, screening, testing and hiring of Pierce County employees and work closely with the Chief Examiner for those represented by the Civil Service Commission for Sheriff's Employees.
- Supervise classification studies including job analyses, desk audits, salary surveys, and development and preparation of job descriptions. Recommend compensation levels for positions, position allocations, and prepares appropriate pay ordinances or resolutions.
- Advise employees, applicants, department directors, and the general public of policies, rules, procedures, and laws relating to Pierce County employment.
- Prepare written reports, letters, memoranda; draft policies, rules and regulations; write opinions, interpretations and other correspondence.
- Conduct workforce planning and position management and provide strategic planning.
- Monitor hiring, training, scheduling and assignment of employees. Counsel employees on performance goals and evaluates job performance. Provide interpretation of personnel policies; approve or deny use of sick leave, vacation leave, overtime and compensatory time. Initiate disciplinary action and respond to grievances at the first level; assist with the resolution of sensitive labor relations issues.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division and individual work groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned

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worksite.

- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS:

Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Works under the general direction of and is responsible to the Deputy Director of Human Resources. Either directly or through subordinate staff, plans, assigns, directs, supervises and evaluates the work of professional employees engaged primarily in, classification, compensation, recruitment and related human resources programs and activities. Assist the Director and the Deputy Director in the development and implementation of personnel policy and procedures for the County.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to meet the travel requirements in order to attend meetings at various field sites and locations. The ability to sit for prolonged periods of time. Finger dexterity is required in order to use and operate a personal computer and related office equipment. The use of eye sight to read and interpret policies, procedures, regulations, contract agreements, and related management correspondence. Talking, seeing, hearing and the use of verbal and written communication is performed on a frequent basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Personnel techniques employed in recruitment; classification; testing; job analysis; wage and salary administration; recordkeeping and training.
- Principles, practices and techniques of personnel training and related technical phases of personnel administration.
- Governmental organization, rules, regulations and procedures.
- Management principles, practices, and modern effective supervisory practices.
- Current literature, trends and developments in the field of personnel management.
- Qualifications and characteristics of a wide variety of occupations.
- Current and emerging federal and state laws, regulations and guidelines relating to employment, benefits, labor relations, EEO, affirmative action, wage and hours, civil service, and other related areas.
- Interview and investigation techniques.
- Human Resource Information Systems and other technical resources.

Skill in:

- Addressing difficult human resources matters.
- Negotiating confidential and sensitive issues.
- Ability to write clear and accurate reports and specifications while tactfully explaining or addressing

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sensitive or controversial matters.

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Effectively assign, evaluate, and supervise professional, technical and administrative staff, including subordinate managers and supervisors.
- Establish and maintain effective working relationships with department managers, supervisors, and employees, as well as officials, providers/contractors, other agencies, and the general public.
- Administer laws, complex policies and procedures, regulations, financial processes and systems, and other activities.
- Read, interpret, apply and explain codes, rules, regulations, and contracts.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Graduation from a four year college or university with major course work in human resources, business or public administration, or related field, and four or more years of progressively responsible experience, including two years in a supervisory capacity of professional, technical and/or administrative personnel. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Ability to successfully complete Pierce County background investigation prior to employment is required.