Job Title: Classification and Compensation Administrator

Department: Human Resources

Immediate

Supervisor: Human Resources Director

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	609
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, organizes, and supervises the daily activities of the Classification and Compensation section including policy administration; classification and compensation; employee benefits administration; and employee payroll.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Oversees the Human Resources functions related to the City's payroll database and records including the entry and maintenance of those records; garnishments; tuition reimbursement; employment verifications; and research of payroll discrepancies.
2	S	Manages and maintains the job classification system by classifying new positions or reclassifying current positions; oversees and maintains the compensation plans by conducting annual salary survey and surveys on specific job classifications as needed, updating salary tables, gathering market data, analyzing data, preparing spreadsheets and reports, making recommendations for changes, making presentations on recommendations, and preparing and revising job descriptions.
3	S	Oversees the City's deferred compensation programs and state retirement plans. Prepares and provides retirement application data to the Police and Fire Public Safety Boards. Coordinates the Independent Medical Evaluation processs for disability applications.
4	S	Oversees the Human Resources Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; and monitors expenditures.
5	S	Delivers presentations before the City Council, City staff, and other organizations with regard to classification and compensation; retirement and deferred compensation; Human Resources payroll related issues, and policies and procedures
6	S	Manages and administers FMLA and the City's self-insured short term disability program.
7	S	Researches and writes policies and procedures in compliance with Federal, State, and local regulations. Reviews and analyzes reports and legislation on human resources related matters.

	Physical Strength Code	ESSENTIAL FUNCTIONS
8	S	Responds to surveys and requests for information from other cities or outside agencies. Researches, analyzes, and compiles statistical information; and prepares reports, recommendations, and presentations.
9	S	Assists in the development and implementation of performance measures, objectives, policies, and procedures of the Human Resources Department. Attends and participates in professional group meetings, and stays abreast of new treands and innovations in the field of human resource management.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a
Experience	Bachelor's degree or equivalent. Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read legal documents, general correspondence, memorandums, and reports at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as college level math used to conduct payroll calculations, estimate budgets, and calculate test scores and ranking.
Writing	Work requires the ability to write general and technical correspondence, memorandums, letters, and reports at a college level.
Managerial	Semi-Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy/Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Substantial - Supports the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compiles data and/or enters or oversees data entry. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	 ☑ Making presentations ☐ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O □ F □ C	☒ File drawers☐ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☒ Computer keyboard☒ Telephone keypad☒ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F 図 C	☑ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N 図 R □ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	d)							
Machines, Tools, Equipment	t and Work	Aids:						
Telephone, fax machine, copier, calcula								
	04							
Computer Equipment and S								
Personal computer, printer, label maker,	projector, MS	Office software	e, H.T.E. softwa	are, Lotus No	tes			
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T	imes	Several Ti	mes	Daily
		1,0,01	Sousonary	Per Mon		Per Wee		Zuny
Extreme temperature	_	-	_	_				
(heat, cold, extreme temp. changes fr work)	om outside	X						
Wetness and/or humidity						1		
(bodily discomfort from moisture)		X						
Respiratory hazards	4)	X						
(fumes, gases, chemicals, dust and di Noise and vibration	rt)	_						
(sufficient to cause hearing loss)		X						
Physical hazards			_	_		_		
(high voltage, dangerous machinery,	aggressive	X						
prisoners, patients – <u>not customers</u>)								
Health and Safety Condition	ıs:							
Health and Safety Conditions	N = Never	R = Rarel	y O = Oc	casionally		Frequently		Constantly
	Never	Less than		r more of	_	n 1/3 to 2/3		or more of
No. 1	occurs	hour per we	eek the	e time	of	the time	1	the time
Mechanical hazards Chemical hazards	X							
Electrical hazards	X							
Fire hazards	X							
Explosives	×							
Communicable diseases	×							
Physical danger or abuse	×							
Other (specify)								
Primary Work Location: Office Environment Warehouse Shop Vehicle Recreation Centers/Neighborhoo Outdoors Other (Specify) Protective Equipment Requi								
None								

Job Demands

Overall Strength Demands:

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⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			\boxtimes	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment			\boxtimes	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Job Title of Supervisor	Signature of Supervisor	Date
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Job Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.