CITY OF BALTIMORE
Department of Human Resources
201 E. Baltimore Street, Suite 100
Baltimore, MD 21202
(410) 396-3860 711(TTY)
www.baltimorecity.gov

INVITES APPLICATIONS FOR THE POSITION OF:
Classification Manager - DHR

An Equal Opportunity Employer
SALARY: Depends on Qualifications

OPENING DATE: 11/16/16
CLOSING DATE: Continuous

CLASS DESCRIPTION:
Mayor, Catherine E. Pugh   Mary H. Talley, Director & Chief Human Capital

This is a Non-Civil Service Position

Do you have expertise in the classification arena? Are you driven and ready for a challenge? If you have the ability to effectively and efficiently manage a team and can positively influence stakeholders towards the most advantageous end result; we want to talk with you about an amazing opportunity!

The City of Baltimore, Department of Human Resources (DHR) is recruiting for a Classification Manager who will report to the Compensation and Classification Division Chief; supervise a team of compensation analysts; and manager the day-to-day operations of the Division in a manner that supports the City's internal and external competitiveness.

SELECTION PROCESS:

TYPICAL EXAMPLES OF WORK
Manages the day-to-day activities of the classification analysts; includes hiring, coaching, development, and discipline of staff.

Applies job evaluation methodologies to ensure validity and reliability of classification-based requests and projects.

Reviews the effectiveness of existing classification policies, guidelines, and procedures; recommending plan revisions as well as new plans which support the City's classification target and are both cost effective and consistent with market trends.

Liaises and builds effective working relationships with agency business partners. Analyze compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plan.

Through audits, reports and administration, ensure that the classification programs are consistently administered and in compliance with Baltimore City policies and government regulations.

Review and recommend classification standards. Create new classifications, apply job evaluation standards, conduct salary surveys to justify compensation and develop specifications.

Prioritizes, reviews, and recommends to executive staff actions to resolve problems and challenges.

MINIMUM QUALIFICATIONS:

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in human resources, business administration, or management from an accredited college or university. (Human Resources is preferred.)
- Five years of experience in job evaluation and classification designs- DHR design, policies, and practices including
- Two years of experience supervising compensation and/or classification or analysts.
- Experience with DBM and/or HAY job evaluation systems and experience working in government preferred.
- Certifications, e.g., CCP, PHR, and/or SPHR preferred.

Equivalencies – Equivalent combination of education and experience.

Classification:
This career opportunity offers a salary of up to $92,250 commensurate with education and experience and a full range of comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan options. For additional information and/or immediate consideration, qualified and interested applicants must submit an employment application including a letter of interest and resume via the City's online recruitment system at: http://agency.governmentjobs.com/baltimorecity/default.htm
No Phone Calls, Please
EOE/M/F/D/V

SUPPLEMENTAL INFORMATION:
EDUCATION ACCREDITATION: Applicants education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at www.naces.org.
ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.
PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.
DRUG & ALCOHOL TESTING: Eligible candidates under final consideration for appointment will be required to submit to drug and alcohol testing. Testing is also required prior to promotion to a sensitive job classification.
CRIMINAL BACKGROUND CHECK: Eligible candidates under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.
SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.
PROBATION: All persons, including current City employees, selected from the eligible list

resulting from this examination will be on probation for 6 months.

APPLICATIONS   MUST   BE   FILED   ONLINE   AT:

www.baltimorecity.gov
Baltimore,   MD   21202

711   (TTY)

Position #24647
COMPENSATION MANAGER - DHR
PATRICIA WILLIAMS
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