



Catherine E. Pugh, Mayor



Mary H. Talley, Director & Chief Human Capital Officer

CITY OF BALTIMORE
Department of Human Resources
201 E. Baltimore Street, Suite 100
Baltimore, MD 21202
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INVITES APPLICATIONS FOR THE POSITION OF:
Compensation Manager - DHR
sAn Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 11/18/17
CLOSING DATE: Continuous

CLASS DESCRIPTION:

This is a Non-Civil Service Position

Do you have expertise in the compensation 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 Compensation Manager who will report to the Compensation and Classification Division Chief; supervise a team of four compensation analysts; and manages the day-to-day operations of the Division in a manner that supports the City's internal and external competitiveness. The compensation manager plans, develops and implements new and revised compensation programs, policies and procedures to be responsive to the City of Baltimore's goals and competitive practices. The position is also responsible for ensuring through audits, legal reports and personal interactions to ensure that our compensation programs are consistently administered in compliance with DHRs policies and government regulations.

SELECTION PROCESS:

TYPICAL EXAMPLES OF WORK

Manages the day-to-day activities of the compensation analysts; includes hiring, coaching, development, and discipline of staff.

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

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

Liaises and builds effective working relationships with agency business partners. Advises on pay decisions, policy and guideline interpretations; job evaluations, and the design of creative solutions to resolve challenges.

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

Monitors the effectiveness of existing compensation policies, guidelines and procedures recommending plan revision as well as new plans that are cost-effective and consistent with compensation trends and city objectives; coordinates implementation and provides guidance to staff.

Provides advice to agencies and staff on pay decisions, policy and guideline interpretation, and job evaluation, including the design of creative solutions to specific compensation-related programs.

Manages the administration of direct compensation (executive, exempt and nonexempt cash compensation programs) for all City of Baltimore employees, including the processing, recording and reporting of compensation-related actions related to salaried employees.

Develops techniques for compiling, preparing and presenting data.

Supervises the participation in, conducts and/or purchases exempt and nonexempt salary surveys to ensure corporate compensation objectives are achieved.

Keeps apprised of federal, state and local compensation laws and regulations to ensure company compliance.

Stays abreast of local, regional, and national market practices, trends and requirements to ensure market competitiveness, sound financial, and legally compliant policies and practices.

Builds, develops, and maintains salary structures.

Conducts and participates in salary surveys to ensure market competitive pay programs.

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 compensation design, policies, and practices including
- Two years of experience supervising compensation 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.

Compensation:

This career opportunity offers a salary of up to \$92,250 compensation 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