

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

**INVITES APPLICATIONS FOR THE POSITION OF:**  
**Compensation Manager - DHR**

*An Equal Opportunity Employer*  
**SALARY:** Depends on Qualifications

**OPENING DATE:** 11/18/17  
**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 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 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 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.

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 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](http://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](http://www.baltimorecity.gov)  
Baltimore,

MD

21202

711

(TTY)

Position #24647  
COMPENSATION MANAGER - DHR  
PATRICIA WILLIAMS  
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