CLASS SPECIFICATION
Classification and Compensation Coordinator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs a wide variety of difficult, complex and responsible classification and compensation responsibilities in support of the development, implementation and maintenance of the City's classification and compensation systems and programs; serves as project lead and participates in large occupational classification and compensation studies; maintains and ensures consistent application of City classification standards for job classes; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Classification and Compensation Coordinator is responsible for participating in the development, implementation and maintenance of City classification and compensation systems and programs. The incumbent is responsible for providing project leadership and participating in large occupational classification and compensation studies, maintaining classification and compensation plans and policies for City job classes and providing advice to bureau and City managers, supervisors and employees on classification and compensation issues. An incumbent is expected to exercise considerable discretion in carrying out responsibilities independently, ensuring the consistent application of classification standards and compensation policies on a City-wide basis.

Classification and Compensation Coordinator is distinguished from Classification and Compensation Manager by the latter's responsibility for the overall management of the City's Classification and Compensation Unit.

Classification and Compensation Coordinator is further distinguished from Human Resources Coordinator in that an incumbent in the former class specializes in classification and compensation system and program functions and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Participates in the development, implementation, management and maintenance of the City's classification and compensation programs; develops and/or revises City classification and compensation policies, standards and procedures; monitors bureau practices for consistency and conformance to policies and standards; assesses and takes or recommends actions to ensure appropriate and equitable relationships among class hierarchies and job families.

2. Participates in planning, leading and carrying out complex position classification and compensation studies; facilitates advisory committees; negotiates and manages consultant contracts; reviews and recommends action to implement study results; responds to employee classification appeals; communicates study results to employees; drafts implementation ordinances; ensures study results comply with state and federal law and collective bargaining agreements; assists in presentations to the City Council.

3. Maintains classification and compensation plans for all City job classes; manages studies to review positions within large employee groups; conducts job audits of individual positions and determines appropriate classification; completes compensation reviews for individual classifications and submits ordinances for classification changes to the City Council.

4. Provides policy interpretation, analysis, guidance and technical advice for resolution of difficult, sensitive, complex and controversial issues involving personnel rules, City Code and Charter, Civil Service Board rulings and associated policies; provides technical expertise to managers and supervisors on complex and difficult aspects of City classification and compensation systems, issues, programs, strategies and services.

5. Coordinates and completes various special classification and compensation projects and studies.

OTHER DUTIES

1. Provides advice, assistance and direction to other professional staff and student interns.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, labor relations, employee development and performance planning and appraisal.

2. Principles and practices of employee and labor relations, including negotiation and contract administration practices.

3. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.

4. Principles and practices of public administration, including reporting and maintenance of public records.

5. Research methods and data analysis techniques.

6. Trends in human resource program development, especially in the areas of job design, classification and compensation systems.

7. City functions and operations and associated classification and compensation issues.

8. Principles and practices of effective business communication.

9. Operation of standard business computer software.

10. City human resources policies and labor contract provisions.

Ability to:

1. Assist in the development, organization and implementation of comprehensive City-wide classification and compensation programs, including processes for their regular updating and maintenance to meet City operating and staffing needs.

2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

3. Maintain consistent application of classification standards and compensation policies, while providing problem solving assistance to managers to resolve bureau business and organizational needs.

4. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.

5. Exercise independent judgement and initiative within established guidelines.

6. Present proposals and recommendations clearly and logically.

7. Represent the City effectively in dealings with employees and employee organization representative on a variety of classification and compensation issues.

8. Communicate effectively orally and in writing.

9. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.

10. Maintain confidential and sensitive information.

11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.

12. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, employees, consultants, employee organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, management, human resources, psychology or a closely related field; and at least five years of progressively responsible experience in the development and delivery of comprehensive classification and compensation programs and services; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02
Revised:
Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

0614 HUMAN RESOURCES COORDINATOR Adopted: 07-01-92
June 2009 - Change Job Class number from 7275 to 30000534, due to system change.