



MANAGER, CLASSIFICATION, COMPENSATION AND EMPLOYMENT

DEPARTMENT: Human Resources and Equal Opportunity

COLLEGE: Central Services

SALARY GRADE: [A2/A3 - G](#)

POSITION PURPOSE:

Reporting to the Director of Human Resources, provide program leadership and functional expertise in the administration of the District's staff and management classification and compensation program. Plans, develops and implements new and revised compensation programs, policies and procedures in order to be responsive to the District's goals and competitive practices. Performs position and salary reviews, compensation surveys and trend analysis; advises management on organizational design, workforce planning, contract interpretation and salary placement; promotes strategic thinking and competitive, equitable and compliant practices.

The Manager also provides leadership and oversight to recruitment and employment to ensure compensation program enhances the District's ability to recruit and retain qualified personnel. Direct the recruitment and selection support services for authorized vacant positions. Ensure effective and efficient administration of electronic application and database systems, onboarding procedures and related functions. Collaborate with the Director of Human Resources to ensure the clear articulation of District personnel policies, procedures, collective bargaining agreements, and applicable laws and regulations to administrators and employees promote equity, and ensure fair employment practices, and effective HR administration. Represents the district in negotiations with labor unions and meet and confer groups; conducts analysis and cost projections, prepares proposals, and negotiates changes to reach resolution within established parameters.

NATURE and SCOPE:

The Classification and Compensation Manager is responsible for implementing and communicating the District's classification and compensation policies and practices to all employees and for administering a sound pay plan in order to attract and retain employees as well as to comply with federal, State and county regulations. The incumbent supervises and performs the review of salary grades, positions and classifications, including reorganizations and works in a consultative capacity with departments to prepare recommendations to move forward through the approval process.

This position will perform or coordinate classification and compensation studies, surveys and requests. Develop and implement policies, procedures, plans and strategies to comply with federal, State and District regulations/policies on classification and compensation and related employment issues. Coordinate, develop and present training in relevant areas. The Compensation, Classification and Labor Relations Manager also participates in labor relations and may assist with grievance processing and discipline procedures.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

Compensation Administration and Management

1. Develop, recommend, implement and oversee the District's classification and compensation programs; plans, designs and implements programs, activities, policies and procedures necessary to meet objectives of the classification and compensation section; develop and propose human resources policies, procedures and personnel ordinance changes related to classification and compensation.
2. Manage the classification and compensation program for staff and management positions in accordance with the collective bargaining agreements (CBAs), meet and confer handbooks, District guidelines, policies and employment laws.

3. Provide consulting services, tools and information to management on compensation, organizational design, and workforce planning issues and concerns; monitor classification and compensation practices to ensure internal equity, and to promote the district's broader equity initiatives.
4. Develop and execute process improvements to streamline forms and processes; implement and communicate program services and information; oversee the maintenance of accurate compensation and classification files.
5. Respond to department and employee requests for new and revised classifications.
6. Plan, develop, conduct and implement District-wide classification studies for all major employee groups as needed; determine appropriate job evaluation methods; resolve classification issues with employees and department manager; review and finalize proposed job descriptions and/or develop and write job descriptions.
7. Conduct salary studies utilizing appropriate market, system wide, and campus data to determine the target market salary for various positions and competitiveness of the District's pay practices; recommend and implement adjustments to District salary plans to maintain appropriate internal and external pay relationships; recommend and secure external survey reports to be used as benchmarks for salary studies.
8. Administer the District's compensation plan; design and maintain pay structures; develop, recommend and communicate compensation policies; review and resolve compensation issues with management and union personnel.
9. Conduct position reviews and classify all staff and management positions. Assists in the development of sound criteria for movement to higher classifications skill levels. Identify and address equity issues and concerns as they arise.
10. Review proposed salaries and equity adjustment requirements and provides pertinent data, analyses, and recommendation to management for approval.
11. Design and deliver compensation communication and training materials to managers and employees.

Recruitment and Employment

1. Ensure compensation program enhances the District's ability to recruit and retain personnel, and promotes the district's broader equity goals.
2. Work with administrators to determine recruitment needs and staffing objectives; assist in the development of hiring strategies and job descriptions and job summaries.
3. Attend and coordinate participation in job fairs and various recruitment events.
4. Provide daily management and work direction including staffing, performance management, coaching, and development to the Human Resources Specialist, Recruitment and Employment.
5. Assist in maintaining the District's Applicant Tracking System.
6. Assist in the design of recruitment and hiring committee training for District staff and administrators.
7. May provide analysis, expertise, and recommendations for improving staffing operations for the recruiting function.

Re-organization Consultation

1. Consult with managers and supervisors on reorganization plans.
2. Provide support for department reorganizations including job evaluations, assessing potential compensation impact, providing compensation change recommendations, etc.
3. Analyze new, redesigned and reassigned positions to determine the appropriate classification with the District's classification standards and to meet operation and staffing needs.
4. Consult with manager and supervisors on writing and developing job description to meet staffing needs.

Labor Relations and Collective Bargaining

1. Assist with labor relations for classified collective bargaining units especially in areas that intersect with classification and compensation.
2. Participate in labor relations and negotiations on contract issues; develop language and supporting materials. Present proposals.
3. Assist in the development and present training on human resources related topics and procedures, and as required to effectively implement collective bargaining agreements; assist with providing direction and development of new employee orientation and staff development programs.
4. Assist with coordination and facilitation of grievance and discipline procedures and resolution.

Operational Administration and Related Duties

1. Develop, plan and implement policies, procedures and strategies to comply with federal, State and District policies with regard to classification, recruitment and employment and other related employment issues.
2. Serve on a variety of participatory and task specific committees, initiatives, teams and task forces as needed or requested.
3. Maintain operational knowledge in other key human resources areas as employee relations, performance management, leave administration organization and career development, and Equal Employment Opportunity (EEO).

EMPLOYMENT STANDARDS

Knowledge:

1. Expert knowledge of the concepts and principles underlying position classification and compensation systems.
2. Theories and principles of internal and external market analysis.
3. Collective bargaining process and Labor Relations/Negotiations.
4. Record-keeping and report writing techniques.
5. Organizational design and development.
6. Organizational leadership competencies.
7. Trends and best practices in employment, recruitment, and classification and compensation.
8. Fair Labor Standards Act (FLSA), Ledbetter Fair Pay Act, EEO and other pertinent laws.
9. General knowledge of principles, problems and methods of administration in a public higher education institution, including organization, personnel and fiscal management.
10. Fair employment practices and techniques used for employment recruitment, selection, training, supervision, performance management.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Support, implement, and promote advancement of the District's equity goals, and Diversity and Equal Opportunity Plan in all aspects of employment.
3. Communicate effectively both orally and in writing
4. Effectively mediate disputes and resolve conflict
5. Develop and implement personnel policies and procedures.
6. Promote effective HR practices that support institutional excellence.
7. Work independently and meet objectives and timelines.
8. Conduct position reviews and make sound determinations.
9. Effectively navigate the complex dynamics of human interactions in the workplace
10. Develop and maintain positive working relationships across multiple functions and job levels within a diverse academic environment.
11. Project management skills and experience.
12. Demonstrated ability to conduct complex data analysis.
13. Strong analytical skills to review statistical results to make practical and meaningful recommendations.
14. Successful short- and long-term planning skills.
15. Originate policies, procedures, forms and instruction manuals or other written materials necessary to support program implementation and function.
16. Oral and written communication skills including persuasive communication, public speaking and drafting of concise contract language.
17. Use a variety of computer software to enter, modify, format and retrieve data.
18. Compose and prepare written materials including graphs and other presentation tools.
19. Maintain confidentiality.

Education and Experience:

1. Bachelor's degree, preferably in business administration, human resources, organizational management or a closely related field.
2. Five (5) years related work experience.
3. Experience in compensation and classification management, classification studies, and classification/position reviews.

Preferred Qualifications:

1. Master's degree.

WORKING CONDITIONS:

Environment:

1. Typical office environment
2. Subject to travel to conduct work including travel between campus locations.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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