GENERAL SUMMARY
The Classification and Compensation Manager is responsible for providing leadership to the Classification and Compensation and Civil Services areas within the Talent Management Division of Human Resources. This position is at-will and serves at the pleasure of the Director of Human Resources.

SERIES CONCEPT
The Classification and Compensation Manager is the second level of a two-level series. The Manager classification differs from the Analyst classification in that it has full supervisory responsibility.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
_**Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification.**_ _The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position._

- Oversee the system-wide classification and compensation program.
- Supervise classification studies including job analyses, desk audits, salary surveys, and development and preparation of job descriptions. Recommend compensation levels for positions, position allocations, and prepare appropriate pay ordinances or resolutions.
- Responsible for performing a wide variety of tasks in assisting in the development and administration of the Pierce County Human Resources Information System.
- Interact with the daily operations of the divisions within the department; draft regulations and facilitate the preparation and maintenance of general departmental plans and County policy.
- Participate in the coordination, preparation, review, and administration of the department’s annual budget.
- Act as an integral member of departmental management team.
- Interpret policies, rules and procedures and advise a wide variety of individuals.
- Conduct workforce planning and position management and provide strategic planning.
- Supervise and manage assigned staff work assignments, training, development, and performance management.
- Establish and maintain effective working relationships with County officials, employees, and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, division, and individual work groups.
- Work closely with the Chief Examiner on recruitment processes for those represented by the Civil Service Commission for Sheriff’s Employees.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.

Other Job Functions
Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
H.S. Graduate, or equivalent and 7 years progressively responsible and related experience including two years in a supervisory capacity of professional, technical and/or administrative personnel.

Licenses or Certifications

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
Post-secondary education in Public Administration, Finance, Human Resources, or related field strongly preferred. Certified Compensation Professional (CCP) is strongly preferred.

SUPERVISION
This position does not have supervisory authority.

COMPETENCIES

Knowledge of:
- Personnel techniques employed in recruitment; classification; testing; job analysis; wage and salary administration; recordkeeping and training.
- Governmental organization, rules, regulations, and procedures.
- Management principles, practices, and modern effective supervisory practices.
- Qualifications and characteristics of a wide variety of occupations.
- Current and emerging federal and state laws, regulations, and guidelines.
- Human Resource Information Systems and other technical resources.

Skill in:
- Addressing difficult human resources matters.
- Negotiating confidential and sensitive issues.
- Working with a variety of individuals from diverse backgrounds.
- Ability to write clear and accurate reports and specifications while tactfully explaining or addressing sensitive or controversial matters.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem-solving.

Ability to:
- Effectively assign, evaluate, and supervise professional, technical, and administrative staff, including subordinate managers and supervisors.
- Administer laws, complex policies and procedures, regulations, financial processes and systems, and other activities.
- Understand and follow written and verbal instructions.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

WORKING ENVIRONMENT/CONDITIONS
The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employee sits most of the time; may walk or stand for brief periods. Must be able to operate a personal computer and related office equipment necessary to perform the essential functions of the job.