



## City of Irving Job Description

### Compensation Administrator

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	HR
<b>Job Code:</b>	31071	<b>Reports To (Job Title):</b>	Human Resources Director

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#### PURPOSE

To administer and maintain the City's classification and compensation program, and perform a variety of supporting activities, such as related research, analysis, and HRIS and database management.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Administer the job evaluation and classification process; research, analyze, and compile internal and external market data using compensation best practices and presenting recommendations to City and/or HR management, based on trend analysis and point factor job evaluation.
- Complete salary surveys from other cities and maintain City of Irving compensation data on the shared Metroplex Salary Survey group website.
- Maintain and update City's official pay plan(s); make recommendations for changes.
- Maintain City job descriptions and work with department managers and supervisors when revisions are needed. Expedite process by which Job Analysis Questionnaires (JAQs) are converted, revised, and/or merged into job descriptions.
- In conjunction with the annual budget process, estimate the cost of proposed reclassifications with respect to salary and fringe; load annual merit/step increases for all City employees into HRIS.
- Track receipt of Performance Appraisals. Notify departments of late PA's and conduct follow-up. Maintain related records and compile periodic statistical data.
- As assigned, assist Talent Services / Employment with workforce analysis and reporting.
- Complete major and minor analyses and case studies suggested by the City Manager's Office and the Budget Administrator.
- Perform research to develop policy and procedure recommendations to director; review current policies and practices for compliance with federal and state laws and regulations.
- Interpret and apply policies and procedures to ensure coordination between written policy and actual practice; audit data repositories / HRIS to assure compensation data is accurate.
- Act as a liaison with directors, managers, and/or supervisors regarding compensation procedures.
- Generate monthly NDE (Next Date Eligible) reports and disseminate to respective departments. Conduct regular audits and update database records as warranted.
- Review and revise bid specifications, conduct analysis of bids received and make recommendations for contract awards. Serve as liaison to companies contracted to provide services related to the functional area.
- Collect, compile, review, analyze, and evaluate multiple types of data related to functional area. Research information and prepare a variety of reports for department and City staff; track and report key metrics related to functional area.
- Assist with response to open records requests and a variety of surveys and questionnaires from outside entities.

- With respect to functional area, monitor the budget, track associated costs, approve payments and make recommendations for budget requests pertaining to assigned functional area.
- *In collaboration with the Senior Employment Specialist*, ensure human resources actions (hiring, promotion, transfer, firing, etc) are consistent with City Council and City Manager adopted policies.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Serve as liaison to Budget Department on report generation, Schedule of Personnel, and/or cost estimation; *in collaboration with Senior Employment Specialist*, liaise with Information Technology department regarding HRIS and other data repositories.
- Assist with and support City-wide special events related to human resources.

#### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-5 employees.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Responsible for recommending pay plans, salary structures and market adjustments that affect the major source of expenditures for the city. Although negligible direct financial responsibility, personnel and benefit costs account for 66% of all general expenditures.

#### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

##### **EDUCATION**

- Bachelor's degree in a relevant field of study, or equivalent experience.

##### **EXPERIENCE**

- Minimum of three (3) years of human resources or related experience.

##### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None required.

## **KNOWLEDGE OF**

- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Law and Government: Ordinances, laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Communications: Techniques and methods of communication, including alternative ways to inform and entertain via written, oral, and visual media.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

## **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: listening to and understanding information and ideas presented through spoken words and sentences: oral comprehension, and asking questions as appropriate.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Written Expression: Communicating information and ideas in writing so others will understand including routine reports, correspondence, and pre-set formats.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Researching: Conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Planning: Sensing the environment and setting goals and objectives.
- Program Assessment: Evaluating current / potential programs for effectiveness and efficiency.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Teaching: Conveying new concepts and confirming comprehension by listener.

- Supervision: Motivating, developing, and directing people as they work.
- Speech Recognition: Identifying and understanding the speech of another person.
- Time Management: Managing time wisely to complete assignments on time.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

City employees (all departments, all levels), citizens and applicants, other municipalities, outside agencies, and vendors.

## **EQUIPMENT AND PROPERTY**

Computer and other general office equipment.

## **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.\*

The employee constantly is required to listen, see, sit and/or stand. The employee frequently is required to grasp, handle, feel, reach, and/or talk. The employee occasionally is required to drive a vehicle and/or lift up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The noise level in the work environment is usually low.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.