POLIHIRE.

COMPENSATION MANAGER
HUMAN RESOURCES DEPARTMENT
CITY OF DALLAS
Dallas, TX

The City of Dallas is seeking an experienced compensation professional to manage the City's practices around the competitive, fair and equitable compensation of City employees.

THE ORGANIZATION

The Compensation Unit resides within the City of Dallas Human Resources Department. The City's compensation philosophy supports the business goals of the organization by strategically partnering with departments to provide market competitive compensation programs that attract, retain, motivate, compensate fairly and reward a skilled, diverse workforce.

The Compensation Unit is responsible for designing, implementing, revising, and maintaining City of Dallas compensation programs, classification system, pay structure, job analysis, and evaluations; along with interpreting and implementing City of Dallas, federal, state, and local policies and regulations.

The City of Dallas Compensation Unit has over 1,100 classifications and 8 salary schedules and strives to ensure that classifications are appropriately titled and graded by conducting market analyses and surveys and exchanging information with external organizations.

THE POSITION

The Compensation Manager oversees, manages, and participates in the administration, implementation, and oversight of the City of Dallas compensation plans and programs that support the overall compensation strategy facilitating fair and equitable compensation practices.

The budgeted midpoint salary range for this position is $111,803.

Responsibilities

Specifically, and in alignment with the requirements of the position, the Compensation Manager:

- Provides compensation expertise related to salary structure design and administration, short-term incentive programs, job evaluations, market data trends, and allowance plans for eligible employees; offers expertise regarding offer recommendations, promotions, and other compensation adjustments.

- Configures and integrates the Compensation business processes, eligibility rules, job profiles, position and job management, salary structure and schedule in the Work Day human resources information system; designs and implements new software to maintain job descriptions.

- Leads, manages, and supports a team of analysts and collaborates across the Human Resources function to ensure successful implementation and execution of compensation plans; communicates, educates, and trains field staff on compensation programs.

- Manages and tracks the compensation team metrics to ensure the business is being provided with world-class compensation support.

- Provides technical expertise and proactive guidance to monitor and maintain competitive positioning, balancing internal equity and external competitiveness. Builds and implements compensation related frameworks including job architectures, job levels, and salary bands.

- Identifies and determines ways to streamline and improve process improvements around performance and compensation analytics to drive performance and city strategy and objectives; prepares and analyzes materials for presentations to senior management and departments; creates position allocation classification documents and submits budget and fund changes to council.

- Participates in compensation surveys to make recommendations to the city's total compensation programs and competitive positions; conducts market study analysis and provides data to support reviews and recommendations for salary actions; audits internal positions as part of the one-fourth review process.

- Serves as a trusted advisor and consultant to various departments on all compensation programs and processes; partners with external consultants as needed; provides advice, guidance, and training to managers, employees, and HR colleagues in the interpretation and administration of the City of Dallas compensation programs and policies.

- Creates and runs a variety of reports to assist the departments, the compensation team, and management.

Qualifications

The qualified applicant will have a bachelor's degree in Public Administration, Human Resources, or a related field. They will also have at least 5 years of experience in Human Resources, Compensation, Public Administration or a combination of experience in any of these environments. A master's degree and SHRM Certification are preferred.

The ideal candidate will possess the following knowledge, skills, experience, and attributes:

● Knowledge of pertinent principles, practices, methods, materials, tools and resources used in the design, implementation, and maintenance of organizational compensation structure.

● Knowledge of the principles, practices and procedures of classification studies to include job analyses, audits, and identification of pertinent job-related knowledge, skills, and abilities.

● Knowledge of pertinent Federal, State and local laws and ordinances governing classification and compensation.

● Ability to exercise judgment and discretion in establishing, applying, and interpreting office policies and procedures.

● Ability to optimally utilize Microsoft Office tools, including Excel and Word, as needed to create spreadsheets and/or other electronic media to support/illustrate research and recommendations.

● Ability to use initiative to include creatively identifying both traditional and non-traditional methods of problem solving in the completion of work tasks in the most effective and efficient manner.

● Ability to gather, correlate, and analyze facts and devise solutions and prepare clear, concise, and comprehensive reports.

● Ability to establish project timelines and meet objectives, keeping customers and the Human Resources Administrator informed of project status and/or deviations from original expectations.

● Ability to work on multiple projects in a fast-paced environment simultaneously while also ensuring effective and efficient use of time.

● Ability to communicate effectively and establish and maintain effective working relationships.

TO APPLY

The City of Dallas is partnering with POLIHIRE to identify the Compensation Manager.

If you are interested in this opportunity, please follow the link here.