General Statement of Duties

Leads the development and administration of the City's Classification and Compensation programs, rules, rules revisions, projects, practices, and processes.

Distinguishing Characteristics

There are three general management classes (Manager, Director, and Executive) and specific individual management classes. The Manager is a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused.

The Director is a mid-level management class. A Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Director position is operationally and/or functionally focused as well as strategically focused.

The Executive is the highest level of management class in the city other than appointees or elected officials. An Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. An Executive position is strategically focused.

The Classification and Compensation Director class is distinguished from the Executive Director of the Office of Human Resources that directs a comprehensive, city-wide Human Resources Office by establishing a multi-year vision and strategic plan for the organization while ensuring alignment with the city's broader organizational and human resources goals and objectives and ensures the organization accomplishes annual goals and initiatives.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated mission, vision, and objectives for the organization.

Work assignment is unstructured. Employee is responsible for developing, directing, and managing outcomes and multi-year strategies to achieve the objectives of the division/agency.

Duties performed involve weighing and evaluating multiple, complex factors requiring a high degree of judgment, analytical ability, and problem solving.

Employee is responsible for managing multiple operations or functions, generally with city-wide responsibilities, that require developing and implementing strategies, business plans, and policies; determining required resources; defining and evaluating agency/division performance standards; and resolving complex business problems.

Level of Supervision Received & Quality Review

Responsible and accountable for driving a business strategy and achieving results for a division/agency.

Work is reviewed for soundness of judgment and conclusions, fiscal accountability, and the attainment of goals and objectives of the organization.
**Interpersonal Communication & Purpose**

Communication at this level is internally and externally focused. Involves establishing and maintaining effective, collaborative working relationships with employees, peers, and other stakeholders including appointed and elected officials. Provides information and negotiates solutions to business issues that have major consequences or long term significance.

**Level of Supervision Exercised**

Directs a human resources division by supervising managers, supervisors, and may supervise individual contributors.

**Essential Duties**

Leads and directs the Classification and Compensation Department, which includes setting priorities for strategic direction and overall improvement of service delivery, determining resources to be deployed on annually-identified short- and longer-term projects, and providing direction to and managing a high-performing, results-oriented team comprised of both professional and support staff.

Oversees and guides the annual execution of the external benchmarking of classifications and subsequent Pay Survey Market Analysis which occurs from October through December (fourth quarter). Presents recommendations to Career Service Board and City Council; supervises the ordinance process; ensures post-approval communications and adjustments are implemented according to ordinance requirements.

Leads, directs and oversees annual forecasting efforts for the next fiscal year’s annual merit program. Develops and ensures adherence to timeline. Oversees development of merit allocation model; presents annually required rule revision to the Career Service Board.

Leads, manages and assures services of the day-to-day operations of the Classification and Compensation Department, including legal compliance with federal/state regulations, and the review, analysis, and recommendations for individual position audits, classification maintenance studies, and pay equity reviews, etc.

Oversees the administration of the prevailing wage ordinance as it pertains to OHR: oversees identification of current wages for identified classifications of work performed by City contractors; ensures contractor inquiries are responded to, that updated wages are presented to the Career Service Board according to schedule, and that the prevailing wage class booklet is updated with new classifications as needed per determination and partnership with the Auditor’s Office.

Designs, recommends, and implements new or modified compensation programs.

Presents and/or oversees staff presenting classification changes to the Career Service Board. Supervises ordinance process and ensures post-approval communications and implementation of approved changes.

Oversees team’s participation in multiple annual compensation surveys and multiple annual salary budget surveys, participation in ad hoc surveys from other jurisdictions, as well as the design, administration, and data aggregation of City and County of Denver needed ad hoc salary surveys or special pay practice surveys.

Lead design, administration, and data aggregation for collective bargaining teams for all three negotiated collective bargaining agreements: Denver Police, Denver Fire, and Denver Sheriff’s agreements.

Serves as a member of the Senior HR Leadership team.

Manages staff, determines staffing needs; selects, hires, acculturates, coaches, develops, and evaluates staff.
Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Manages budgets.

Handles workspace and equipment needs/issues.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

- Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

- Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

- Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks

- Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

- Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

- Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

- Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

- Knowledge of classification concepts, principles, and practices related to structuring organizations and positions and determining the appropriate pay system, occupational grouping, title, and pay level of positions.

- Knowledge of compensation principles and practices, annual pay survey practices, and market analysis techniques.

- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- Skill in managing budgets.

**Education Requirement**

- Bachelor's Degree in Business Administration, Human Resources, or a related field.
**Experience Requirement**

Ten (10) years of professional level human resources experience including five (5) years managing a human resources function.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to long, irregular hours.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Hearing**: perceiving the nature of sound by ear.
- **Lifting**: raising or lowering objects weighing no more than 10 pounds, from one level to another.
- **Mental Demands**: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- **Sitting**: remaining in the normal seated position.
- **Stooping**: bending the body by bending the spine at the waist.
- **Talking**: expressing or exchanging ideas by means of spoken words.
- **Vision Near acuity**: ability to see clearly at 20 inches or less.

**Background Check Requirement**

Criminal Check
Education Check
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.
Class Detail

Pay Grade: A-818
FLSA Code: Y
Management Level: 4
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: