

Hanover County Government
Human Resources Department
Human Resources Classifications and Compensation Manager
Salary: \$71,512.00 - \$85,000.00 Annually

The Hanover County Human Resources Department has an exciting opportunity for a seasoned compensation professional to join our team! The incumbent will perform complex tasks and will partner with HR Leadership in the management of the County's compensation program. If you have a passion for data analysis and creating reports that can have a real impact, we encourage you to apply. This position offers telework options.

General Description: This is a professional position that performs complex tasks to coordinate human resources programs, policy development, and training related to classification and compensation.

Organization: The Human Resources Classification and Compensation Manager reports to the Director of Human Resources.

Essential Functions:

- Assists the Director of HR in the establishment, implementation and monitoring of classification and compensation related policies and procedures.
- Monitors the effectiveness of classification and compensation policies, practices, and regulations, recommending compensation plan revisions as well as new plans that are cost effective and consistent with compensation trends and objectives; coordinates implementation and provides guidance to employees.
- Ensures that compensation programs are consistently administered and in compliance with department policies and all applicable federal, state, and local laws and regulations.
- Partners with department leaders to ensure that compensation practices are proactive, cost effective, and responsive to the ever-changing needs of the County.
- Provides expertise to department staff on pay decisions, policy and guideline interpretation, and job evaluation, including the design of creative solutions to specific compensation-related programs.
- Completes salary and benefit surveys and provides classification and compensation information as requested to employees, supervisors, other jurisdictions and the general public.
- Identifies compensation deficiencies impacting the department's ability to attract, recruit, and/or retain our workforce and recommends corrective actions inclusive of financial impact.
- Creates and updates job descriptions.
- Update and maintain compensation plan changes in recruiting HRIS system.
- Work closely with the Benefits team to ensure pay and benefits are accurately reflected in timekeeping functions.
- Conducts job evaluations, evaluates Fair Labor Standards Act (FLSA) exemption status.
- Serves as a member of the Human Resources leadership team.
- Generates monthly reports to comply with governmental state and federal agency requirements.
- Work closely with the Deputy Director to ensure employee merit pay processing is aligned with compensation plans and board approved merits in collaboration with the HRIS and Benefits team.
- Provides information and guidance to employees in areas of classification and compensation regarding processes, procedures and program requirements.
- Supports the implementation of new programs and upgrades in the HRIS system.
- Creates and maintains Standard Operating Procedures for all major processes and annual projects.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
- C. Physical Effort
 - Occasional lifting of computer binders and other office supplies up to fifteen pounds.
- D. Exempt

Knowledge, Skills and Abilities: Knowledge of the principles and practices of human resource administration, required. Knowledge of federal and state human resource laws and regulations, required. Must be able to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with employees, vendors, and the public, required. Must be able to lead and supervise. Must know how to

organize and prioritize work and meet deadlines. Computer proficiency in Microsoft Outlook, Word and Excel (intermediate to advanced) required.

Education, Experience and Training: Bachelor's degree (related field preferred) required with at least four (4) years of progressively responsible experience in human resource classification and compensation administration– **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal schedule may be necessary

For more information or to apply for this position, please visit our career site at:
www.hanovercountyjobs.com