

## COMPENSATION AND BENEFITS MANAGER

### CLASS DESCRIPTION

#### General Responsibilities:

This is highly responsible managerial and supervisory work in the development and implementation of the City's classification, compensation, and employee benefits programs; and in the planning, development and/or coordination of diverse and complex human resource projects and activities necessitating considerable initiative, judgment and discretion. Under the general supervision of the Human Resources Director, the incumbent serves as a member of the department's management team and participates in formulation and administration of human resources policies and in the identification and resolution of complex and diverse management issues.

#### Examples of Duties and Responsibilities:

Direct the programs, operations and staff of the Classification, Compensation, and Benefits section of the Human Resources Department. Develop and administer section policies and procedures. Assure conformance with established objectives. Hire, train, assign, supervise, and evaluate staff. Maintain effective employee relations. Coordinate section activities with other units as appropriate. Prepare and administer the section budget. Develop and maintain related recordkeeping systems.

Direct and participate in the development and administration of the City's classification and compensation programs and plans. Develop and maintain classification specifications as well as establishing a system for periodically reviewing/updating classifications. Review City positions for conformance with the classification and compensation plan. Formulate, update, and administer City Personnel Rules in conjunction with the Personnel Board. Oversee and/or perform related organizational analysis. Develop and recommend related methods, procedures and systems. Provide related training and support to departments.

Formulate, manage, and administer city policies to ensure compliance with the Fair Labor Standards Act and other legal and contractual obligations regarding employee wages, including but not limited to overtime and premium pay.

Formulate, manage, and administer city policies to ensure the legal and contractual compliance of various employee paid and unpaid leave entitlements including but not limited to FMLA, WFMLA, disability leave, disability layoff, absence without pay, sick leave, bereavement leave, jury duty, and vacation programs.

Conduct compensation studies in preparation for collective bargaining with City employee unions, including the collection of comparable internal and external survey data consistent with the factors considered in interest arbitration as outlined in Chapter 111.70 in Wisconsin State Statutes. Conduct compensation studies as appropriate to ensure the viability of the City's Compensation structure for non-represented employees.

Work closely with the City Labor Relations Manager to negotiate the terms of labor agreements on wages, hours of work, and conditions of employment with representatives of duly recognized bargaining units, subject to the approval of the Mayor and Common Council, and in compliance with Sections 111.70, 111.71, and 111.77 (Municipal Employment Relations Actions) of the Wisconsin Statutes and other related statutes. Represent the City in discussions with the non-represented Professional and Supervisory Employee Association on matters of wages, hours and conditions of employment.

Interpret the provisions and applications of duly authorized labor agreements and Madison General Ordinances. Assist management personnel in the administration of contract grievance procedures. Provide consultation and advice to management on the administration of discipline, and in the evaluation and modification of department/division policies, procedures and programs that involve management-labor issues. Investigate and report on employee misconduct and related employment issues.

Direct the implementation/administration of the employee benefit program (e.g., health and retirement consultation, wage and life insurance programs, deferred compensation). Oversee related employee communications and orientation activities.

Participate in diverse and complex Human Resources Department projects and programs. Conduct organizational development studies and provide training and support to various departments; develop and administer special selection processes requiring advanced skills or multi-disciplinary involvement. Actively participate in related legal proceedings. Provide related expert testimony. Represent City interests in pre-hearings. Assemble case law precedents. Perform other complex Human Resources services, support and consultation. Respond to diverse city-wide employee relations/employee interaction issues and concerns. Participate in the development and/or review of human resource policies and objectives as a member of the Human Resources Management Team. Participate in problem-resolution and provide input and consultation as appropriate.

Attend various meetings to gather and convey information relevant to the Human Resources Department. Represent the department before public bodies and committees. Prepare and present periodic reports relative to section operations as requested.

Act as internal consultant and perform various multi-disciplinary studies and analyses; provide policy-level recommendations. Coordinate related intra/inter-agency involvement. Provide direction and consultation to departmental staff on an ad hoc or project basis. Provide direction, coordination and administration of other program areas as appropriate.

## QUALIFICATIONS

### Knowledges, Skills and Abilities:

Thorough knowledge of relevant public administration principles and practices specific to Civil Service employment. Considerable knowledge of the theories, laws, principles and practices of human resource management including related legislation and professional standards, with specific emphasis on classification/compensation, benefits and labor relations functions. Ability to develop, direct and monitor assigned programs. Ability to plan, coordinate and administer a comprehensive classification/compensation program. Ability to

make written and oral presentations representing the City's position. Ability to provide high level specialized expertise and testimony specific to functional programs. Ability to conduct complex job analysis, to develop classification specifications and to actively participate in labor agreement development and administration. Ability to exercise judgment and discretion in the development and administration of diverse human resource programs; to advise supervisors and employees on complex human resource issues; and to develop appropriate strategies to deal with complex issues. Ability to independently prepare, present and defend analytical findings. Ability to conduct interviews and solicit pertinent facts. Ability to develop operational strategic plans. Ability to analyze diverse human resource issues and to prepare and present narrative and statistical reports. Ability to function effectively as a management team member in addressing a broad spectrum of human resource policy considerations. Ability to develop and maintain effective working relationships. Ability to prioritize and manage complex and multiple workloads. Ability to communicate effectively both orally and in writing. Ability to supervise and evaluate programs and staff Ability to maintain adequate attendance.

**Training and Experience:**

Four years of varied and responsible professional experience emphasizing comprehensive classification, compensation, benefits, and/or labor and employee relations activities, including related programmatic and/or supervisory responsibility. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in Human Resource Management, Industrial Relations, Public Administration or a related field. Other combinations of training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

**Necessary Special Qualifications:**

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

Department/Division	Comp. Group	Range
Human Resources Department	18	15

Approved: \_\_\_\_\_ Date  
 Brad Wirtz  
 Human Resources Director