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Human Resources Specialist (Classification & Compensation)

Introduction

The District of Columbia Department of Human Resources (DCHR) is seeking a Human Resources Specialist to assist in the planning and administering of the classification and compensation program functions and activities. The DC Department of Human Resources provides human resource management services that strengthen individual and organizational performance and enable the District government to attract, develop and retain a well-qualified, diverse workforce. This position is located in the Compensation and Classification Administration, which provides position management and classification assistance to District of Columbia government agencies. This Administration provides the full range of compensation and classification duties for the District such as assisting with department reorganizations, writing position descriptions, properly classifying positions in accordance with market principles and professional HR theories, and setting compensation rates for all District positions. The Administration is also responsible for developing and implementing pay schedules, administering merit pay, designing performance management and compensation policies, and developing a variety of other HR procedures and regulations crossing different HR disciplines.

Responsibilities

The Human Resources Specialist assists in the design, implementation and administering of the organization's compensation and classification programs and processes, ensuring competitive level of pay, motivation and reward. The successful candidate will evaluate and recommend changes to increase the effectiveness and competitive positioning of the District's total compensation practices, including base salary and annual incentive programs. This position is also instrumental in developing management position papers, labor market research, and financial forecasting in support of the collective bargaining activities of the District.

The Human Resources Specialist ensures the competitiveness of the District's compensation programs by conducting job evaluations; preparing job descriptions, selecting and participating in market surveys, market pricing, conducting analyses to

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ensure internal pay equity and external competitiveness; reviewing pay practices; developing and maintaining salary structures; and updating and maintaining geographic pay differentials. Duties also include reviewing and analyzing all new and proposed legislation, administrative rulings, and decision for impact; and analyzing broad, complex, sensitive, and controversial pay issues requiring extreme care in problem resolution.

The Human Resources Specialist prepares complex financial analysis regarding the implementation of new/revised compensation systems, incentives, benefits, and other elements of total compensation. The selected individual will perform, in cooperation with the Office of Labor Relations, the necessary activities associated with compilation and analysis of survey materials and data relating to collective bargaining on salaries, wages, employee benefits, within grade increases, premium pay, hours of work, and other compensation issues.

The Specialist will also analyze the organization's classification plans, base pay and incentive plans to ensure their viability, and that they are achieving their intended objectives. This individual classifies all types of positions including those requiring careful analysis where standards are not published or the work is of a mixed nature requiring in-depth research and review, extrapolation, interpretation, ingenuity, and seasoned judgment.

Additional responsibilities include assisting in the development of instructional material and conducting training classes for departmental human resource specialists in all aspects pertaining to classification and compensation programs; conducting realignments and reorganizations based upon management requests; planning and conducting desk audits; reviewing and developing organizational structures and position descriptions, and making recommendations to management. This position also carries out reductions in force in accordance with reduction in force procedures and guidelines, and provides counseling relative to the services, rights and responsibilities of employees affected by reductions in force process.

Requirements

This position is a blending of various specialties - design, development, and administration of classification and compensation systems, labor market analysis, and performance based total compensation theories/performance management. As such, the incumbent must be a highly analytical thinker who is versed in setting up and administering compensation/classification systems and have true HR/technical competencies.

The ideal candidate will have a Bachelors Degree (MBA or MPA preferred) in HR, Management, Finance, or related field and 3-5 years experience in compensation and/or

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financial analysis and administration. CCP (Certified Compensation Professional), IPMA-CP, SPHR (Senior Professional Human Resources) or PHR (Professional Human Resources) recipients and candidates are highly preferred. Advanced Excel and HRIS database applications and reporting capabilities is needed.

The successful candidate will have expert knowledge of pertinent statutes, e.g. FLSA, performance management and merit pay, and principles of classification and compensation practices and regulations as demonstrated through previous design, application and implementation of various compensation and classification systems.

Expert knowledge is needed in evaluation research and analysis techniques in order to handle the complexity of the responsibilities that pertain to program development and evaluation. The candidate must also have demonstrated ability to communicate and effectively persuade, both orally and in writing, in order to carry out major reform, and prepare a variety of statistical and narrative reports.

The successful candidate must have demonstrated ability to conduct job audits and prepare comprehensive evaluations supported by highly developed job audit findings, which must be effectively persuasive and convincing. The candidate must have skill in the development of responses which reflect information and comments from relevant sources; conclusions which are supported by researched facts; and viable recommendations compatible with facts and conclusions.

Compensation: \$60,538 - \$90,350 (dependent on qualifications)

To Apply:

To be considered for this position, please submit a letter of interest and resume electronically to: Mr. Kenyatta L. Uzzell, President, PoliHire Strategy, LLC, resume@polihire.com.