

## **Manager - Compensation**

Manages the programs, plans, goals, policies, and day-to-day operations of the Compensation Department. Implement compensation plans that align with compensation structures outlined in labor union contracts. Ensures, through audits, reports, and regular communication, that all programs are administered consistently and in compliance with City Schools policies as well as local, state, and federal regulations. Develop and manage systems to track and monitor compensation adjustments for employees.

### **Essential Functions**

- Manages and monitors the effectiveness of existing plans, policies, guidelines, and procedures in relation to Compensation.
- Recommends new and/or revised compensation plans that are cost effective and consistent with compensation trends and City Schools' objectives; coordinates implementation and provides guidance to staff.
- Assist in the development, implementation, communication, and training associates with contract administration policies and procedures.
- Assist with other contract implementation task as assigned.
- Manages mass salary changes, as required by contracts.
- Creates and implements communications with staff and City Schools' administrators.
- Develop technology to support efforts to implement, monitor, and maintain compensation structures.
- Provides advice to staff on pay decisions, policy and guideline interpretation and job evaluation including the design of creative solutions to specific compensation or certification problems.
- Supervises the participation in and conducting salary surveys to ensure City Schools' compensation objectives are achieved.
- Conducts complex studies and analyses and prepares reports, projections, and recommendations.
- Implements and maintains City Schools' job evaluation programs to ensure internal consistency and equity in the application and administration.
- Ensures that all positions are accurately documented for position evaluation and hiring. Responsible for developing and maintaining electronic and hardcopy files of current job descriptions and departmental organization charts.
- Keeps apprised of federal, state, and local laws and regulations and participates in training in order to ensure City Schools' compliance.
- Manages project plans, work breakdown, structures, and schedules established to successfully complete projects on time and within budget constraints.
- Plans and controls staffing, and performs other human resources, finance, and payroll related functions for assigned employees.
- Manages assigned staff in the development, design, review, implementation and periodic reevaluation of project plans and strategies to support the achievement of goals and objectives.
- Provides appropriate supervision, mentoring, and professional growth and development opportunities for assigned staff. Such responsibilities include staff performance reviews and the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.

- Ensures the provision of quality products and services. Leads staff in the design, development, implementation, monitoring, and documentation of quality and reliability improvement plans and procedures.
- Confer with and advises Compensation Staff on administrative improvement plans and procedures, technical problems, priorities, and methods.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies, and professional standards.

**Maximum Salary**\$159086.00

**Minimum Salary**\$93263.00

### **Desired Qualifications**

- Bachelor's degree in human resources, business, or related field. Degree must be from an accredited college or institution.
- Five years of progressively responsible compensation experience to include at least three years in a lead or supervisory capacity and applied experience in compensation.
- Certification as a Certified Compensation Professional (CCP) is desirable.
- Knowledge of human resources functions, strategies, policies, processes and procedures, including applicable federal and state employment laws and regulations.
- Knowledge of the principles and practices of job classification and compensation.
- Knowledge of government regulations as they apply to base and incentive compensation programs.
- Mathematical aptitude, analysis skills, skill in producing detailed and accurate calculations and reports, and ability to effectively apply mathematical principles to work situations.
- Strong interpersonal skills in dealing with top management.
- Skilled in organizing and prioritizing multiple tasks to meet conflicting deadlines.
- Excellent verbal and written communications skills.
- Proficient in the use of technical computer applications, including MS Office, Oracle Fusion Cloud and applicant tracking systems.

**Full time**

**Additional Details**

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

**Benefits** -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: <http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

**This position is not affiliated with a bargaining unit.**

**This position is affiliated with the City Retirement Plan.**

**In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$93,263 - \$130,215).**