



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## CLASSIFICATION AND COMPENSATION MANAGER

<b>Group-Section:</b> Human Resources	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 64 <b>Job #:</b> Z42
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### JOB SUMMARY

Responsible for managing the classification and compensation system and staff; overseeing classification and salary studies to develop, revise, and maintain Metropolitan's classification and/or job descriptions; and providing consultation on classification and compensation related matters.

### OVERSIGHT

**Supervision Received:** Receives direction from the Section or Group Manager.

**Supervision Given:** Manages and supervises a staff of professionals and paraprofessionals.

### JOB DUTIES

1. Manages the classification and compensation system; oversees the revision and development of related policies and procedures.
2. Oversees classification studies of all occupational categories to determine appropriate classifications; prepare, revise, and maintain classification and job descriptions; and provide recommendations on allocation of positions to new or existing classification and/or job descriptions, and organizational structures.
3. Oversees market analysis including research and evaluation of salary data and other compensation research projects; develops salary recommendations using market survey, data analysis, and internal equity; and costs proposals of Metropolitan initiatives and negotiations.
4. Provides consultation to managers and Human Resources staff on classification and salary related matters, contemplated staffing changes, restructuring of jobs, workforce planning initiatives, and other similar matters.
5. Participates in employee relations, negotiations, and consultations with unions on related classification and compensation issues.
6. Participates in the development and administration of the annual budget; participates in forecasting of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; and authorizes purchases.
7. Selects, and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; and identifies employee development and training requirements.
8. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree in a related field from an accredited college or university and six years of increasingly responsible relevant experience.

**Required Knowledge of:** Local, State and Federal employment laws and regulations; broad knowledge and perspective of human resources trends, strategies and practices related to classification and compensation; proven experience in analyzing, developing, implementing, measuring, and sustaining effective staffing solutions; and experience working in a union environment; current business/organizational management theories and practices; public sector personnel practices and regulations; budgeting practices and procedures; contracting practices and regulations; management/supervisory concepts and techniques; and team building

**Required Skills and Abilities to:** Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; evaluate and apply existing and emerging classification and compensation strategies to business needs; collaborate with all other Human Resources functions to provide team work comprehensive solutions and recommendations; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business applications; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, water industry professionals, and community groups.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License

#### **Registrations**

- None

### **DESIRABLE QUALIFICATIONS**

- None

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements