

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director of Total Rewards**

**Department: Human Resources**

**Pay Grade: GS.14**

**Supervision Received From: Chief Human Resources Officer    FLSA Status: Exempt**

**Supervisory Responsibility For: Manager Pension & Benefits,    Established: 10/21/22**

**Manager Total Rewards, Manager Wellness & Occ Health    Revision Dates: 4/1/25;**

**12/7/23; 11/2/23; 10/20/23**

### **CLASSIFICATION SUMMARY:**

The incumbent is responsible for planning, directing, developing, managing and executing programs, and initiatives, while providing strategic direction for the City's Benefits, Compensation, and Performance Management staff, functions, policies, programs, and projects. This includes the design, implementation, and ongoing evaluation of the City's policies and programs encompassing compensation and benefits, to include employee and retiree health insurance, long-term disability insurance, group life insurance, voluntary benefits programs, FMLA, pay, and performance management programs.

Serving as a subject matter expert, the incumbent advises and consults with leadership on total compensation strategies designing and implementing programs and initiatives to support the City's mission and service objectives. Work is performed with general direction, working from broad goals and policies.

### **SERIES LEVEL:**

This is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Advise and consult leadership on total compensation strategies designing and implementing programs and initiatives to support the City's mission and service objectives considering existing conditions, trends, activities, policies and legislation.

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, terminations, and disciplinary recommendations.

Facilitates negotiations with assistance from the City's Third Party Administrator negotiating a wide variety of insurance companies to ensure the best rates for the City for its insurance programs related to employee and retiree health insurance, long-term disability insurance, group life insurance, and voluntary benefits programs. Consults with insurance carriers on escalated claims issues on behalf of employees and their dependents; educates employees on plan design regarding non-covered claims. Reviews contracts for proper insurance language to ensure the City is properly protected; recommends changes to contracts to transfer risk from the City.

Researches, analyzes, interprets, and evaluates ordinances, laws, regulations, policies, and procedures. Prepares and administers the division budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Represents the City and/or the Department at a variety of internal and/or external meetings, public events, training sessions, committees, and/or other related events in order to receive and/or convey information.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Prepares, reviews, interprets, and analyzes a variety of complex and multi-faceted information, data, RFP's, contracts, forms, schedules, and reports; makes recommendations based on findings.

Directs the management of the classification and compensation systems, to ensure related policies and procedures are administered in accordance with the City's mission, goals and objectives, as well as in compliance with all local, state and federal laws and regulations.

Develops and evolves the City's pay scale and structure, determines competitive wage rates and proposes changes as necessary.

Directs job audits for new and existing positions, as well as the review of Fair Labor Standards Act (FLSA) status.

Approves new and revised job descriptions; recommended classifications, pay grades and FLSA overtime exemption status designations.

Consults with leadership in areas of position classification and employee compensation, for all levels of employees within the organization.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Human Resource Management, Business Administration, Public Administration or other related field of study and five (5) years of experience working with compensation and benefits/data or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

Certified Compensation Professional (CCP) Certification preferred.

KNOWLEDGE AND SKILLS:

Thorough knowledge of principles, practices, methods, and theories of classification, compensation management and wage and salary administration. Thorough knowledge of laws, ordinances, regulations and statutes, which govern compensation and classification functions. Knowledge of managerial principles; insurance claims processing procedures; negotiation techniques; budgeting principles; safety and health program principles and practices; applicable Federal, State, and Local laws, ordinances, codes, rules regulations, policies and procedures; training and instruction techniques; and customer service principles.

Skills in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; interpreting and applying applicable laws, ordinances, codes, rules regulations, policies, and procedures; developing and facilitating training sessions; facilitating negotiations with insurance companies; negotiating the settlement of claims; evaluating, auditing, deducing, and assessing data utilizing established criteria; anticipating problems and developing alternative strategies; interpreting a variety of technical information with abstract or concrete variables; performing mathematical calculations; and drawing accurate conclusions from financial and numerical material.

Strong knowledge of Human Resources Information System (HRIS), report writing and presentation skills.

Strong knowledge of personal computers and related departmental software, such as Microsoft Word and PowerPoint.

Expert-level of knowledge of and skill in the use of Microsoft Excel, to include creating formulas, pivot tables, and V-Look Ups to analyze vast amounts of data. Advanced skills in conducting job analysis.

Excellent analytical and research skills as demonstrated by the ability to develop, assess, and blend information and recommendations from a wide variety of sources. Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively and to establish and maintain effective working relationships with individuals of diverse backgrounds including elected and appointed government officials, Charter Officers, City employees, union representatives, representatives of other agencies, and the general public.

Demonstrated ability to design materials to effectively educate the workforce about key compensation and classification initiatives.

#### PHYSICAL DEMANDS:

Positions in this class typically require standing, walking, fingering, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.