

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Manager Total Rewards**

**Department: Human Resources**

**Pay Grade: GS.13**

**Supervision Received From: Director Total Rewards**

**FLSA Status: Exempt**

**Supervisory Responsibility For: HR Analyst**

**Established: 11/20/2019**

**Revision Dates: 4/16/25;**

**10/20/23; 1/14/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification provide day-to-day oversight of the City's classification and compensation systems, to include ensuring the City's classification and compensation programs comply with the Fair Labor Standards Act (FLSA) and are maintained in accordance with City policies and other governmental regulations; as well as advising City management on position and organizational design while managing the full-cycle leave of absence process and accommodations.. Performs analytical activities of significant complexity that require independent and critical thought, problem definition and solution analysis, as well as review and confirmation of the work of subordinates. Works in conjunction with the City's performance management process and position control programs. Receives general supervision.

**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.)*

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

Manages the day-to-day activities of applicable division sections which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and standards; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Participates in forecasting, preparing and administering compensation and benefits and City-wide/HR budgets and project budgets. Prepare cost estimates and forecast for budget recommendations; monitors and controls expenditures and manages financial operations for compensation and benefits.

Serves as a consultant to management in all areas of classification and compensation, leave and ADA compliance by providing analytical expertise, guidance and interpretation of City policies, as well as Federal, State and local wage and hour regulations.

Participants in the budget formulation process to ensure accurate position establishment, costing and control.

Conducts job audits for new and existing positions, as well as review of Fair Labor Standards Act (FLSA) status by analyzing position questionnaires, conducting field audits and interviewing employees and supervisors.

Evaluates, develops and/or revises job descriptions; recommends classifications, pay grades and FLSA overtime exemption status; and calculates related costs.

Designs, conducts, and analyzes custom salary survey questionnaires for job audits and reorganizations; determines agencies to survey, determines comparability of positions, analyzes data and prepares reports reflecting survey findings.

Completes compensation surveys from other organizations using knowledge of City positions.

Works with administration of the City's performance review system, to include developing systems; ensuring program integrity and enhancements; prepares related policies and procedures; and maintaining related documentation and records.

Consults with the HR Business Partners and departments on workforce planning needs; and works with HR Business Partners and management in implementing competencies to aid departments in identifying workforce needs.

Leads the HRComp portion of the Human Resources Information Systems (HRIS) function with a focus on accuracy, process improvement, reporting, analytics, and compliance.

Manages quality assurance of all HRComp personnel transactions and ensures adherence to City policies and procedures.

Oversees and supervises team responsible for processing all HRComp transactions (i.e., processes sworn payroll updates weekly; enters payroll changes for individual salaries; brings employees to minimum salary; processes global changes like COLA to payroll via Oracle Cloud.) including all activities regarding compensation that occur during an employee's life cycle from on-boarding through separation.

Manages and oversees the preparation and processing of a variety of compensation data, records, documents, files, logs, calculations and changes, and status changes, and/or other related information to ensure accuracy and implementation.

Monitors federal and state regulatory changes and their impact to HRComp to ensure compliance with all regulatory reporting.

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 at least five (5) years of professional experience in compensation-related activities; or any combination of equivalent experience and education. Experience with performance management systems development and administration preferred.

LICENSING AND CERTIFICATIONS: A valid Driver's License; Certified Compensation Professional (CCP) Certification Preferred

#### SUPPLEMENTAL INFORMATION:

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. 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.