

OVERVIEW

The City of Charlotte is the largest municipality in North Carolina and the 17th largest city in the United States, with a total population of more than 872,498 citizens. A major commerce center, Charlotte hosts several of the nation's largest banks and technology companies.

Also known as the Queen City, Charlotte is home to the Carolina Panthers, the Charlotte Hornets and the NASCAR Hall of Fame. We work hard to ensure that the community will be a winning city for everyone - a truly remarkable place to live, work, learn and play. Join us in helping to keep our City thriving, ensuring upward mobility and advancement in the workplace.

SUMMARY

The City of Charlotte's Human Resources Department is seeking a highly experienced Compensation Manager. This role will report to the Compensation Division Manager and will supervise departmental compensation staff.

The ideal candidate has demonstrated advanced level Excel skills, analytical skills, and the ability to work with and understand the needs of our various departments. The ideal candidate will also have a demonstrated reputation of strong problem solving, the ability to work under deadline, be highly responsive, and customer oriented.

A primary responsibility of this role is to provide direction and consultation to City departments with job classification and compensation issues.

MAJOR DUTIES AND RESPONSIBILITIES

The successful candidate is expected to perform a variety of duties. Examples include but are not limited to:

- Creates and administers pay guidelines and pay plans.
- Makes recommendations to management regarding new compensation policies and procedures.
- Key contributor to the design of compensation plans and programs.

- Coordinates the planning, administration, and communication of all compensation programs.
- Prepare presentations, reports, memorandums, as necessary to train and educate City staff regarding classification and compensation.
- Partner with departments to review job classifications and make recommendations for classifications that align with the City's job structure.
- Create career paths by creating jobs and job series.
- Makes recommendations and evaluates compensation requests from departments.
- Research total rewards trends.
- Partner with Strategy & Budget to cost out changes to pay plans.
- Oversees conducting of surveys of benchmark pay and compensation practices of other municipalities.
- Recommend and maintain HR department performance indicators.
- Aid in creating and maintaining market rates in Market Pay software.
- Serves a backup to the Compensation Division Manager for the department budget preparation
- Serves as a lead role for lower -level staff.

PREFERRED QUALIFICATION

- Experience with an integrated HR/Payroll system such as PeopleSoft or Workday and a market pricing software such as Market Pay is preferred.
- Certified Compensation Professional (CCP) certification is preferred.
- Municipal, state, or non-profit work experience

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources Management, I/O Psychology, Business, or a related field OR an equivalent combination of education and relevant work experience that provides the necessary knowledge, skills and abilities to successfully perform the essential job duties.

- Requires five years of related experience in compensation and classification.
- Proficiency in Microsoft Excel, including look up tables and pivot tables. Experience in employee or customer relations.
- Some compensation certification classes required.

ANNUAL SALARY

\$100,000 - \$110,723 Commensurate based on experience/qualifications

HOW TO APPLY

Please visit City of Charlotte Online Employment Center at <https://charlottenc.gov/HR/Pages/Jobs.aspx> and join Team Charlotte!