

An experienced Compensation professional needed!

The City of Gainesville's Human Resources/Organizational Development department is looking for an HR/OD Specialist to join our Classification and Compensation team. This division works to ensure that the City's compensation plan is used effectively to attract, motivate and retain employees. This division also maintains the City's job descriptions, conducts salary surveys, performs job classification audits, develops all City pay plans and is the payroll liaison to Timekeepers, offering a comprehensive Timekeeping website and annual training. **We're also a dedicated team of professionals who enjoy a great work environment.**

This challenging career opportunity requires in-depth knowledge of Compensation and Classification and Human Resources Information Systems (HRIS), as the selected candidate will:

- assist with the administration of comprehensive classification and compensation programs.
- assist the Compensation Manager with establishing and maintaining pay and classification systems, including an upcoming City-wide compensation study.
- perform job audits and classification studies and communicate results.
- revise, create and audit job descriptions to ensure their accuracy and the classification's Fair Labor Standards Act (FLSA) overtime exemption status.
- recommend pay rates for new hires and promotions based upon established standards.
- participate in special projects related to classification and

compensation.

- assist with evaluating fiscal impact of proposed changes to policy or collective bargaining agreements.
- assist in the administration of performance management, including evaluation form revision or creation, communication, training and tracking.
- assist departments with classification and compensation issues.
- assist with responses to salary surveys and public records requests.
- assist with training and auditing of Timekeeper procedures and practices.

Minimum Requirements:

A Bachelor degree from an accredited four-year college or university with major course work in human resources administration or related subject, and five years of progressively responsible experience in compensation and classification

Or an Associate degree from an accredited college or university, and seven years of progressively responsible experience in compensation and classification.

Certified Compensation Professional certification may substitute for an Associate degree or two years of progressively responsible experience in compensation and classification.

Intermediate Excel, basic Access and PowerPoint skills are required.

A valid Florida Driver License is required within 30 days of hire.

The ideal candidate will have a Certified Compensation Professional certification, a Bachelor degree from an accredited four-year college or university with major course work in human resources or related subject, and have at least five years of diverse compensation experience with an emphasis in market pricing, salary administration, pay for performance, FLSA and survey participation, experience with job analyses and job description creation. They will also have advanced Excel, intermediate Access and intermediate PowerPoint skills and experience working in a union environment.

**Live in our award winning city and work to enhance the
Gainesville way of life!**

EOE/AA/DFWP/VP

TO APPLY: visit cityofgainesville.jobs