



Office of Human Resources  
HR Classification and Compensation Supervisor – CA3423

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### General Statement of Duties

Supervises a unit within the Classification and Compensation Division of the Office of Human Resources by ensuring the provision of solutions-oriented, timely classification and compensation consultative and analytical services while supporting division and agency goals; innovate and ensure compliance with the city's classification and compensation practices, processes, and rules are followed and that sound administration is maintained.

### Distinguishing Characteristics

The HR Classification and Compensation Supervisor oversees a team of professional HR Classification and Compensation Analysts and may also supervise technical support staff, ensures operational practices, processes, and rules are followed, and ensures the team's timely response to client requests and is used within the Office of Human Resources. The HR Classification and Compensation Supervisor class is distinguished from the HR Classification and Compensation Director that directs the entire Classification and Compensation Division, including establishing goals for the division, ensuring alignment with the agency's broader strategic goals and objectives, and ensures the division accomplishes annual goals and initiatives. This class is also distinguished from the HR Classification and Compensation Analyst Senior, which performs full performance professional level work to administer the city's classification and pay plan, conducts and leads complex classification and compensation studies and projects, market research, market surveys, and data modeling and analysis; creates and updates job specifications; provides classification and compensation consultation to management and human resources leaders.

### Essential Duties

Supervises a Classification and Compensation unit's operations, including the team's solutions-oriented, timely provision of classification and compensation consultation and analysis on a variety of classification and compensation requests, including but not limited to individual position audits, pay equity analyses/pay studies, classification studies, classifying vacant positions, regulatory compliance inquiries, etc.

Provides input and leads projects supporting the division's and agency's plan in the design, recommendations, and implementation of new or modified classification and/or compensation approaches, practices, programs, etc., and supervises the team in administering approved changes.

Develops and oversees classification and compensation transaction metrics and tracking measures to support the Director in assessing efficiency and effectiveness of division practices, service level agreements, and other external/internal econometric data to inform class/comp initiatives.

Presents as well as oversees staff presenting classification and pay plan changes to the Career Service Board. Ensures effective administration of the legislative/ordinance process and ensures post-approval communications and implementation of approved changes. Develops socialization plans with staff, responds to questions from stakeholders, and coaches staff on complex, politically sensitive, or escalated items.

Oversees staff participation in a variety of annual compensation surveys, participation in ad hoc surveys from other jurisdictions, as well as the design, administration, and data aggregation of City and County of Denver-sponsored ad hoc surveys.

Oversees staff collaboration with the Budget Office on the survey design, administration, and data aggregation for three negotiated collective bargaining agreements (Police, Fire, Sheriff).

Participates in the annual external benchmarking of classifications and subsequent annual market analysis, socialization and presentation of recommendations for alignment and approval by stakeholders, and post-approval communications and implementation.

Participates in the annual forecasting analyses for the next fiscal year's merit program, timeline development and adherence, merit table development, merit allocation guidelines, agency merit planner training and communication, rule revision presentation to the Career Service Board, and collaboration with merit planners to run the merit process each year.

Administers classification and compensation analysis and consultation for an assigned city department/agency client or clients as determined by the Director.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Interpersonal Skills – Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish section's mission. Adapts approach to different people and situations.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats or opportunities.

Problem Solving – Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

### **Knowledge & Skills**

Knowledge of classification and compensation concepts, principles, and practices related to evaluating and structuring positions within organizations and determining the appropriate job family, title, pay grade/range, FLSA category, pay level, etc.

Ability to analyze large, complex data in many forms to identify costs, trends, forecast program needs, and create predictive models.

Knowledge of compensation principles and practices and market analysis techniques.

Knowledge of federal and state regulations with respect to Department of Labor and State of Colorado laws.

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

### **Level of Supervision Exercised**

Supervises a team of Classification and Compensation Analysts.

### **Education Requirement**

Bachelor's Degree in Business Administration, Human Resources, or a related field.

### **Experience Requirement**

Eight (8) years of professional level classification and compensation experience including 3 years leading large/complex projects.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

None

### Working Environment

Subject to long, irregular hours.  
Subject to pressure for multiple calls, inquiries, and interruptions.  
Subject to varying and unpredictable situations.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Oral Comprehension: Ability to discern the meaning of oral speech.  
Sitting: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Written Comprehension: Ability to discern the meaning of written words.

### Background Check Requirement

Criminal Check  
Education Check  
Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** EX-13  
**FLSA Code:** Y  
**Established Date:** 2/26/23  
**Established By:** NDK  
**Revised Date:**  
**Revised By:**  
**Class History:** New Classification