

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 5584
Grade: 23
FLSA: Exempt

Standard Job Description

<u>Job Title</u> Compensation Manager	<u>Department</u> Human Resources
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Job Summary

Under the general direction of the Deputy Chief of Human Resources, assumes primary responsibility for the overall maintenance, development, coordination, design and implementation of the Cook County Health and Hospitals System's (CCHHS) job classification and compensation plan in accordance with negotiated and other wage and salary decisions affecting over 6,000 employees including non-union, union, leadership, professional, physician and clinical personnel.

The incumbent will work closely with Payroll, Budget, Finance and management in support of compensation related performance management activities. Will also work with appropriate staff from the Cook County Bureau of Human Resources to ensure compliance with Federal State, and County regulations for equal employment opportunities; and related to the Automated Tracking Application System (ATAS).

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Participates in highly confidential meetings and discussions regarding wage settlements, employee re-classes and upgrades, the creation of job titles and their impact on the CCHHS budget, and the selections and employment processes
- Provides expertise and recommendations in all matters of policy related to the above
- Assumes supervisory responsibilities over all Human Resources staff engaged in desk audits salary surveys, screening and ranking of job applicants, and ensures County, Shakman and Human Resources policies, guidelines, and regulations are being enforced
- Consults regularly with CCHHS' Labor team, department heads and Human Resources Chief.
- Oversees the drafting of Shakman related job descriptions, in accordance with established guidelines and criteria

Reporting Relationships

Reports to the Deputy Chief of Human Resources

Minimum Qualifications

- A high school diploma or G.E.D. certificate is required. (Must provide proof at time of interview)
- Eight (8) years of recent (within the last ten (10) years) full-time work experience in a Human Resources Department with five (5) years in the areas of benefits and/or compensation including job analysis, writing job descriptions, salary survey participation, pay scale development, analyzing, interpreting and reporting job data and compensation administration is required

OR

Graduation from an accredited college or university with a Bachelor's or higher level degree in Human Resources, Business Administration, Industrial/Organizational Management or other related field (Must provide official transcripts at time of interview) and six (6) years of recent (within the last ten (10) years) full-time work experience in a Human Resource Department in the areas of benefits and/or compensation including job analysis, writing job descriptions, salary survey participation, pay scale development, analyzing, interpreting and reporting job data and compensation administration is required.

- Five (5) years' experience working with laws and regulations impacting compensation such as Equal Pay Act, Fair Labor Standards (FLSA), Americans with Disabilities ACT (ADA), etc. is required
- Two (2) years' supervisory, managerial or project management experience is required

Preferred Qualifications

- Previous work experience in a major hospital, medical center, university, government agency, corporation with more than 1,000 employees working at the same site is preferred
- Previous work experience in a union environment is preferred
- Previous work experience in a fast-paced environment with a high volume of work is preferred
- Certified Compensation Professional (CCP) or current enrollment in CCP certification program is preferred
- PHR or SPH certification is preferred

Knowledge, Skills, Abilities and Other Characteristics

- Ability to plan and administer complex administrative systems and processes
- Ability to understand organization needs and goals, and to make appropriate compensation recommendations
- Knowledge of job classification, the grouping and classifying of jobs according to recognizable prerequisites, function knowledge skills and abilities
- Ability to assume responsibility for the overall coordination of large job classification and compensation system covering thousands of employees in hundreds of job titles
- Knowledge of methodologies in developing surveys and questionnaires
- Skill in the interpretation, organization and presentation of data
- Ability to supervise professional Human Resources Staff engaged in related duties
- Ability to formulate and recommend policy positions in area of expertise
- Ability to conduct interviews, salary surveys and elicit information from others

Knowledge, Skills, Abilities and Other Characteristics continued

- Excellent skills relative to interpreting and organizing budgetary data, making computations in matters of pay, cost analysis and projection
- Excellent analytical, research, problem solving and critical thinking skills
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues
- Dependability, flexibility and the ability to handle multiple projects in a fast-paced environment with multiple, changing and competing priorities under stressful situation and deadlines
- Strong organizational skills with the ability to organize, and track a high volume of paperwork and projects in a fast-paced environment
- Ability to communicate effectively with employees at all levels of the organization with diplomacy, and respect. Sensitivity and respect in serving culturally diverse applicants and employees
- Ability to work in a rapidly changing healthcare environment
- Strong interpersonal skills
- Excellent written and verbal communication skills to work with all levels of individuals internally and externally
- Strong project management skills
- Ability to work independently and collaboratively
- Enthusiastic, self- motivated, and a team player
- Excellent administrative, organizational and time management skills
- Ability to set priorities and follow through in a timely manner
- Must be able to travel to and from and or out of any of the CCHHS facilities, including the Cook County Bureau of Human Resources in a timely manner

Physical and Environmental Demands


This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: _____
[Legibly Print Name & Title of Person Approving the JD] Date

Approval: _____
[Signature of Person Approving the JD] Date

Approval:  _____
Gladys Lopez 12/16/15
Chief of Human Resources Date