



**Job Code:** 9765

**Grade:** 24

**HCWR:** N

**Job Title**

Director of Classification and Compensation

**Department**

Human Resources

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

**Job Summary**

The Director of Classification & Compensation (Director) assumes primary responsibility for the overall maintenance, development, coordination, design, and implementation of the Cook County Health (CCH) job classification and compensation department. This department is responsible for creating and maintaining all CCH job descriptions as well as completing market compensation analysis for all positions in accordance with negotiated and other wage and salary decisions for non-union, union, leadership, professional, clinical, and non-clinical personnel. The Director will also develop, implement, and maintain appropriate policies and standard procedures for CCH to follow in order to comply with all laws, rules, and regulations, as well as ensure that equitable pay structures and practices are in place. The Director will work closely with Recruiting, Finance, and management to ensure job descriptions accurately reflect the position qualifications in addition to compensation related performance management activities. The Director will also work with appropriate staff from the Cook County Bureau of Human Resources to ensure compliance with Federal, State, and County laws, regulations, and ordinances.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



**General Administrative Responsibilities**

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

**Typical Duties**

- Provides leadership in the areas of organizational and position design, position review and analytics, equitable and compliant compensation administration, and pay philosophies and strategies
- Assists in policy development for human resources and compensation and classification policies, practices, and procedures
- Monitors implementation of employment policies and procedures, especially those directly related to the classification and compensation function such as position reclassification, upgrades, downgrades, talent acquisition and retention initiatives, and salary determinations and adjustments
- Manages the classification and compensation team in the day-to-day duties, operations, and implementation of their job functions, as well as works with leadership on ensuring the team has the correct resources, training, skills, and staffing to meet the needs of CCH and its partners
- Manages the maintenance of market pricing tool(s) and evaluation of compensation benchmarking strategies
- Responsible for drafting and managing CCH job descriptions for both clinical and non-clinical positions to identify grade, typical duties, minimum & preferred qualifications, as well as Knowledge, Skills, and Abilities
- Coordinates final review and drafting of recommendations regarding job audits, classification studies, reclassification procedures, and salary schedules of CCH positions
- Manages classification and compensation staff in auditing CCH positions and incumbents; reviews and analyzes job data; directs related job surveys of other government jurisdictions
- Consults with Leadership, management, and Cook County Bureau of Human Resources, and to review and formulate CCH strategy in pay and classification matters and to coordinate job studies
- Works with the Talent Acquisition Team and other Human Resources leadership on CCH's total compensation and benefits program
- Provides assistance to the Chief Human Resources Officer/designee on special projects and reports; advises and recommends options on matters of classification and compensation policies
- Provides guidance and assistance in developing workforce structures and the job descriptions and classification systems for newly created positions and structures



**Typical Duties**

- Maintains all compensation metrics used for organizational and strategic departmental decisions including appropriate pay equity in alignment with all regulations and CCH policies
- Participates in highly confidential meetings and discussions regarding wage settlements, employee classifications and upgrades, organization structure and development or re-organization and their impact on the CCH budget
- Provides expertise and recommendations in all matters of compensation, talent acquisition, and job development policies
- Assumes supervisory responsibilities over all Human Resources staff engaged in desk audits salary surveys, job description creation / management, market analysis, FLSA review, and ensures policies, guidelines, and regulations are being enforced
- Performs other duties as assigned

**Minimum Qualifications**

- Master's degree and three (3) years of full-time work experience in classification and compensation
- OR
- Bachelor's degree and seven (7) years of full-time work experience in compensation and classification
- Three (3) years' supervisory or managerial position, with at least one year managing a team in a human resources or finance department
- Experience drafting and implementing job descriptions (may be required to complete writing sample during interview or provide a writing sample at time of interview)
- Proficiency with analytical tools and programs to include ability to manipulate, interpret, analyze, and present data

**Preferred Qualifications**

- Master's Degree in finance, accounting, business, or human resources focus from an accredited college or university
- Previous work experience in a health care, hospital, and/or medical setting
- Experience working with laws and regulations impacting compensation such as Equal Pay Act, Fair Labor Standards (FLSA), Americans with Disabilities ACT (ADA)
- Previous work experience in a union environment
- Previous work experience in a fast-paced environment with a high volume of work
- Certified Compensation Professional (CCP) or current enrollment in CCP certification program
- PHR or SPH certification

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of job classification, the grouping and classifying of jobs according to recognizable prerequisites, function knowledge skills and abilities
- Knowledge of methodologies in developing surveys and questionnaires
- Excellent customer services skills with the ability to deliver challenging messages and information in a positive and influential manner



### **Knowledge, Skills, Abilities and Other Characteristics**

- 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
- Skill in the interpretation, organization, and presentation of data
- Strong organizational skills with the ability to organize, and track a high volume of paperwork and projects in a fast-paced environment
- Strong interpersonal skills
- Excellent written and verbal communication skills to work with all levels of individuals internally and externally
- Strong project management skills
- Excellent administrative, organizational and time management skills
- Ability to assume responsibility for the overall coordination of a large job classification and compensation system covering thousands of employees in hundreds of job titles
- Ability to work effectively in a complicated, diverse, and fast-paced work environment
- Ability to plan and administer complex administrative systems and processes
- Ability to understand organization needs and goals, and to make appropriate compensation recommendations
- Ability to effectively lead 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
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues
- 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
- Ability to work independently and collaboratively
- Ability to set priorities and follow through in a timely manner
- Dependability, flexibility, and the ability to handle multiple projects in a fast-paced environment with multiple, changing and competing priorities under stressful situations and deadlines
- Enthusiastic, self-motivated, and a team player
- Must be able to travel to and from and or out of any of the CCH 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.**