



Department of Administrative Services JOB ANNOUNCEMENT

ANNOUNCEMENT #:	201322	position# 00092309
JOB TITLE:	Human Resources Program Manager – Compensation (16803)	
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334	
APPLICATION DEADLINE:	09/03/2013	
WHO MAY APPLY:	All Applicants	
PAY GRADE	19	
HIRING SALARY RANGE:	\$52,172 – \$85,000 per year Salary Commensurate with Experience	

GENERAL DESCRIPTION:

The Compensation Program Manager manages the state’s job classification and compensation programs. The Program Manager is responsible for the development, implementation and ongoing evaluation of compensation programs that incorporate best practice design in the recruitment, retention and development of the state’s workforce.

JOB RESPONSIBILITIES:

Responsibilities include but are not limited to:

- Designs and implements programs in the development and administration of the state’s classification and compensation structure. Monitors program performance, taking appropriate steps to improve its effectiveness as well as establish performance metrics and continuous process improvement.
- Builds collaborative relationships and manage the communication and education strategy on compensation programs, initiatives and guidelines. Conducts briefings for executive decision makers and other internal or external stakeholders.
- Manages the preparation of job descriptions and classification systems, defines job levels and families, compile market data and establish pay parameters.
- Designs and leads execution of compensation programs such as annual review/merit process and incentive programs.
- Manages participation in key compensation surveys and uses such surveys to analyze and make recommendations to senior leadership to support salary ranges and annual budget requests.
- Initiates networking and benchmarking efforts to maintain ongoing awareness of industry and local market compensation trends in base, variable and equity pay and using this information to affect the compensation strategy and programs.
- Performs complex ad hoc analysis and planning to continuously improve the state’s compensation programs. Monitor and stay in tune with economic conditions and how they impact the industry, evaluate trends and make solution based recommendations.
- Demonstrates knowledge of legal requirements impacting compensation practices.
- Supervises and directs the work of compensation analysts.

This position requires periodic travel.

MINIMUM ENTRY QUALIFICATIONS:

Completion of a BA or BS degree in Human Resource Management, Public Administration or a related field from an accredited College or University AND four years of supervisory experience in job classification and compensation to include labor market research and analysis, salary planning, familiarity with the different pay structures and methods of pay adjustments within such structures, administration policies, best practice standards or complimentary human resources areas. Related experience may substitute on a year to year basis for the degree.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- CCP and/or PHR/SPHR Certification.
- State government experience in the interpretation and application of State Personnel Board Rules.
- Experience in the use of compensation and salary planning analysis software and tools.
- Expertise in the use of computer applications including Word, Excel, Access, PowerPoint and HR Information Systems.

HOW TO APPLY: All applicants must submit:

- Applications & resumes should be emailed to: recruiter@doas.ga.gov or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume as well as salary history from three (3) most recent positions.

Applications/resumes received without a job title, announcement number or salary history will be considered unsolicited applications and will not be reviewed.

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