



CLASS TITLE: COMPENSATION SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, positions in this class title are allocated to the Office of Budget and Management's (OBM) Compensation Division performing a variety of position control activities to ensure compensation transactions are in accordance with the Annual Appropriate Ordinance and providing professional human resources support for department operations, and performs related duties as required

ESSENTIAL DUTIES

- Assures that department personnel transactions adhere to respective Collective Bargaining Agreements (CBAs), Salary Resolution, City policies and applicable federal laws
- Audits personnel transactions submitted from operating departments to ensure the correct rate of compensation is processed (e.g., appointments, promotions, demotions, reinstatements, reclassification recommendations)
- Reviews and approves requests for back pay, retroactive pay, grievance settlements, vacation payout requests, court ordered agreements and Human Resource Board decisions
- Conducts ongoing audits to ensure employee salary increases are scheduled accordingly based on designated salary schedules
- Reviews operating departments personnel budget requests to ensure adherence with the City's Compensation and Pay Plan
- Ensures that vacancies are created when positions are vacated and that vacancies are closed when filled by appointments, transfers, etc.
- Facilitates year-end auditing process ensuring all personnel changes adopted in the Annual Appropriation Ordinance are incorporated into the human resources application at the beginning of each fiscal year
- Interprets and explains personnel policies and procedures and all provisions of the Compensation and Pay Plan to department stakeholders
- Reviews proposed federal, state and local legislation to determine effects on city compensation policies (e.g., wage laws, fair work week ordinance, sick leave ordinance, etc.)
- Acts as a liaison with City departments relative to the processing of personnel and payroll actions and the administration of personnel programs
- Coordinates the interviewing, hiring, onboarding, and processing of departmental employees
- Provides new employee orientation and coordinates training and staff development activities
- Prepares and oversees the preparation and processing of human resources forms to initiate personnel actions (e.g., appointments, promotions, separations, leaves of absence, accidents, etc.)
- Maintains and updates timekeeping records and the preparation and processing of payrolls for department employees
- Provides information and responds to staff inquiries regarding benefits, pay, and human resources programs and policies

- Acts as liaison with other City departments regarding the processing of personnel and payroll actions and the administration of human resources programs
- Coordinates work efforts with the Department of Human Resources on matters relating to classification, recruitment, employee selection and hiring procedures, and other areas of human resources administration
- Works on various special projects to improve current processes
- Prepares various position control and personnel budgetary reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus two years of professional human resources, position control, or budget experience, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *human resources administration principles, policies, practices, and techniques
- *budget preparation methods, practices and procedures
- City's timekeeping and payroll processing policies and procedures
- City's collective bargaining units, agreements, and grievance process
- applicable employee benefits policies and procedures
- applicable computer software packages and applications (e.g., Microsoft Office, Oracle, Business Objects, HRIS systems)

Some knowledge of:

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Other skills as required for successful performance in the Administrative Services Officer I class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.