



Senior Classification and Compensation Analyst



City of Eugene, Oregon

Our Community

As the second largest city in Oregon, Eugene has an exciting mix of arts, culture, education, scenic beauty and passion for recreation. Located in the scenic Willamette Valley between the rugged Pacific Coast and the breathtaking Cascade Mountains, Eugene is the county seat for Lane County. With more than 100 city parks, 250 miles of bicycle trails, and numerous lakes, rivers and streams nearby, our community offers a wide range of recreational activities to residents and visitors. Eugene's mild climate and lush landscapes are just a few of the city's attractive features.

Eugene is well-known as the home of the University of Oregon. With 20,000 students and over 6,000 employees, the University plays a major role in the community, as does Lane Community College and Northwest Christian University. The employment base has become increasingly dominated by services, trade, and government, and less reliant on the timber industry.

Eugene is a friendly, progressive community with residents who are active and concerned about quality of life issues. The University brings a cosmopolitan feel to the community, and the collegiate teams have contributed excitement and pride on a regional basis. Many residents are health and fitness oriented, and Eugene hosted the Olympic trials for Track and Field in 2008 and 2012. Living in the City of Eugene offers all of this along with the advantages of higher education, a strong public school system, and a short commute to work.

Our Organization

In 1944, the citizens of Eugene adopted a council/manager form of government. In this form of government, the City Council develops legislation and policies to direct the City. The City Manager, hired by the City Council, provides administrative direction to the organization, oversees City of Eugene personnel and operations, and carries out the City Council's direction.

The City has over 1,400 employees and a \$450 million total budget. The City of Eugene is a service-oriented and welcoming organization that provides services through six departments:

- Central Services
- Fire & Emergency Medical Services
- Police
- Library, Recreation and Cultural Services
- Planning and Development
- Public Works

The Human Resources Division

The Human Resources Division is a core central service at the City of Eugene. The Human Resources team, as part of the Central Services Department, supports all 6 City departments in the areas of Classification and Compensation, Employee and Labor Relations, Human Resources Information Systems, Performance and Development, and Recruitment and Selection. We manage 4 union contracts, as well as negotiations. As we transition to a generalist model of service delivery, the Human Resources team works closely with each department on their unique needs regarding the full spectrum of talent management.





The Ideal Candidate

The ideal candidate in this role will possess a number of qualities that will position them to be a critical contributor to the work of the Human Resources team and the organization. Currently, our organization is going through a multitude of progressive and enhanced initiatives in which we will leverage this position's expertise in the area of Compensation and Classification. The person in this position will have a strong comfort level working independently with little day-to-day direction. They will exercise clear judgment and operate with an astute awareness of organizational strategies, operational and strategic business objectives and core values.

Technical Excellence in Classification and Compensation

The successful candidate will have broad and in-depth experience in effective methodologies for appropriate classification and the establishment and implementation of compensation systems in a complex organization. It will be important to connect the critical role of classification and compensation management to the organization's ability to attract, hire and retain talented employees. A core responsibility will be to thrive on managing the complexity of effective classification and compensation processes while recommending appropriate adjustments to meet organizational goals. This Human Resources team member will understand this critical work and how it integrates with other Human Resources processes for a holistic approach to talent management.

Exemplary Skills in Problem Analysis and Strategic Thinking

A candidate who will be successful in this position will bring exceptional problem analysis to the complex work of classification and compensation, along with their other Human Resource Generalist responsibilities. They will have the ability to see the components of the issues, gather appropriate data, view problems from a multitude of perspectives and see the potential options of any given situation. Along with demonstrating and applying these skills, it will be important to demonstrate strength in strategic thinking to a broad variety of situations and challenges.

Strong Communication and Interpersonal Skills

The ideal candidate will utilize effective communication skills in all types of interpersonal situations. They will be skilled in designing both written and verbal messages that allow the listeners to understand and process important, and sometimes complex, messages. In addition they will be experienced and effective at delivering feedback. They will demonstrate respect for all individuals and value diverse points of view. Success includes demonstrated skill in delivering clear and concise information so that others understand classification and compensation decisions.

Collaboration and Teamwork

As a member of the Human Resources team, the ideal candidate will fully integrate into our collaborative work processes. They will contribute to the success of the team in a variety of capacities, and support the success of all team members. This role will include being a flexible teacher, supporter and contributor as situations require. They will thrive in an environment of flexibility that asks them to bring their best every day.

As part of a Human Resources Generalist environment, the successful candidate in this position will provide support in other functional areas of HR including employee relations, policy interpretation, compliance, organizational development and staffing. This support will also include contributing in many aspects of Talent Management (succession planning, performance management, internal mobility), Employee Relations and Training & Development.



Recreation



Culture



Quality of Life



Minimum Qualifications

This position will perform a variety of professional and analytical duties in support of the Human Resources division. They will provide expertise and guidance in classification studies and reviews, consult with managers and supervisors on classification/compensation requests, and serve as a resource for supervisors and management regarding classification and compensation issues and strategy. This position will also coordinate special studies and projects; and provide complex staff assistance for the Human Resources Director and other City managers.

In order to successfully complete these responsibilities, the following minimum qualifications are required:

Experience: Five years of progressively responsible professional experience in human resources management with an emphasis in the areas of compensation and classification, preferably in the public sector. At least one year of supervisory experience is required. Experience in other human resources disciplines such as Employee and Labor Relations, Recruitment and Selection, and/or Performance and Development desirable.

Education: Candidates must also possess the equivalent to a Bachelor's degree from an accredited college or university in Human Resources, Business or Public Administration, or related field. A Master's degree, Senior Professional in Human Resources (SPHR) certificate or Certified Compensation Professional (CCP) is desired.

Additional professional Human Resources experience may be substituted for the educational requirement on a year-for-year basis. A Master's degree in Human Resources may be substituted for one year of the required experience.

Additional Qualifications: Candidates must also possess or have the ability to obtain and maintain a valid Oregon driver's license and be able to pass a Police background investigation.

How to Apply:

A full description of the Senior Classification and Compensation Analyst position and instructions for applying on-line are available on the City of Eugene website at:

www.eugene-or.gov/jobs. (Click on this link and then select Current Job Openings and then select Senior Classification and Compensation Analyst)

Salary: The salary for this position is \$58,136.00 - \$72,488.00 annually.

Note: This position may be underfilled at the Management Analyst 2 level.

Closing Date: This position is open until filled

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