



# CLEVELAND, OHIO

## COMPENSATION MANAGER (ADMINISTRATIVE MANAGER)



## EXECUTIVE RECRUITMENT



The City of Cleveland, OH (population 381,009), is the 18th largest city in the United States. It is the birthplace to the Environmental Protection Agency and the healthcare capital of the world. Top attractions include Rock & Roll Hall of Fame Museum, Rocky River Reservation, West Side Market, Cleveland Metroparks Zoo and A Christmas Story House.

Mayor Justin M. Bibb is hiring a team of leaders to join his new administration as outlined in the [Transition Report 2022](#). He is building a team that reflects Cleveland's diversity and commitment to delivering a modern and responsive city government to bring City Hall into the 21st century.

Mayor Bibb created a plan to assess his effectiveness over the first few months in office under the following categories: Healthy Communities & Environment; Education and Youth Opportunities; Equity in Action; Talent & Culture; Growth, Inclusive Development & Thriving Neighborhoods; Modernizing City Hall and Rethinking Public Safety. In each section, he is tracking items that are Completed, In Progress and Not Started. For details, go to: [Mayor Justin Bibb's 100 Days Tracker](#).

## THE POSITION IN BRIEF

The city is seeking a leader with excellent analytical and communication skills for its newly created position of Compensation Manager. The position reports to the Chief Human Resources Officer and is responsible for supervising and managing the compensation function for the City and responsible for ensuring that City compensation programs are consistently and properly administered in compliance with City policies and all government regulations.

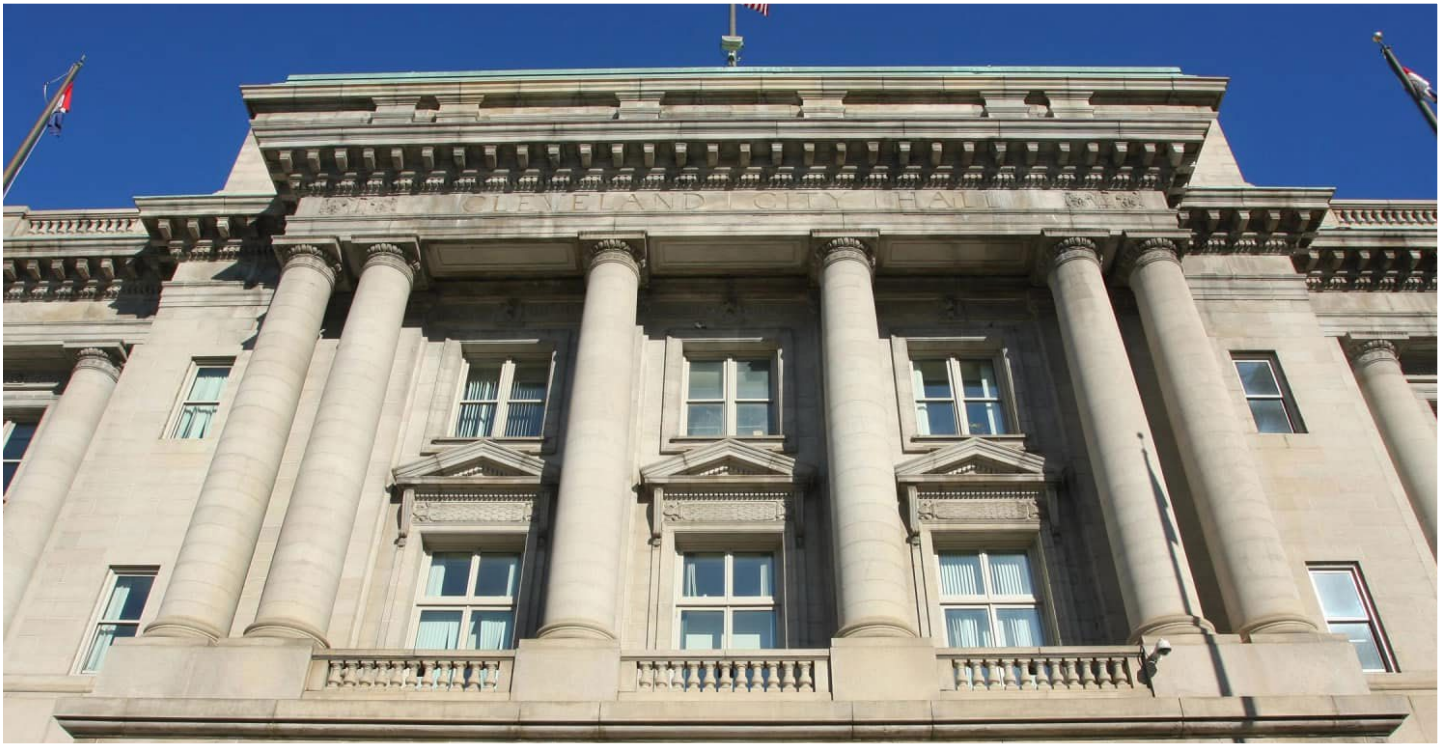
### **The new Manager will have the enviable opportunity to:**

- Create, plan and operationalize both current and future compensation programs in the City for approximately 7,800 employees
- Collaborate with highly supportive Chief of Human Resources and other City leaders who are dedicated to a state-of-the-art system that embraces technology and best practices
- Assess current programs and policies and collaboratively work together with all Departments to build a plan to effect change
- Build a team to support this function

## EXAMPLE OF DUTIES

- Manage the development, implementation and administration of compensation programs and policies for the City.
- Monitor the effectiveness of existing compensation practices and recommends changes that are cost-effective and consistent with compensation trends and City policies and objectives.
- Provide advice to departmental and divisional staff on pay decisions, policy interpretations, and job evaluations.
- Design creative solutions to specific compensation-related issues, programs and plans.
- Develop techniques for compiling, preparing and presenting data, and develops reports and materials as requested.
- Oversee the participation in salary surveys and monitor salary survey data to ensure City compensation objectives are achieved.
- Ensure compliance with federal, state and local compensation laws and regulations.





## SUCCESSFUL CANDIDATE QUALIFICATIONS INCLUDE:

- Bachelor's degree in business, human resources, or related field
- At least six (6) years of progressively responsible experience in employee compensation planning and policy administration
- One (1) year or more of experience managing staff with strong leadership and team management skills

## PREFERRED CREDENTIALS:

- Experience in working effectively within a public sector environment and/or a unionized environment.
- Certification(s)
  - Certified Compensation Professional® (CCP®)
  - Senior Certified Professional® (SHRM-SCP®)
  - Certified Professional® (SHRM-CP®)

## CANDIDATE CHARACTERISTICS & TRAITS

- Candidates must be:
  - **Ambitious** - with desire to achieve success by meeting goals.
  - **Creative** - with ability to solve difficult problems, present information in a clear, interesting way and to find better ways to complete tasks.
  - **Respected** - when efficiency and accuracy are important and in time sensitive situations when it is necessary to make effective decisions quickly.
  - **Persuasive** - to advise why the decisions made by the Chief Human Resources are in best interests for the City.
- Candidates must foster effective relationships (internal and external); be approachable and subscribe to an open-door policy.
- Candidates must be critical thinkers who can strategically analyze situations, technical data and other information to provide well-researched recommendations to stakeholders.
- Candidates must have a record of fostering teamwork in the workplace, with an empowering and supportive management style that encourages creativity and innovation. Candidates must have a record of effective leadership of professional staff members that is fair, impartial, and collegial.

## CANDIDATE SKILLS & ABILITIES

- Working knowledge of federal, state and local regulations and compliance requirements related to base compensation, incentives and non-cash compensation programs, City policies, procedures and operations.
- Ability to gather pertinent information and data to propose options and alternatives for complex issues.
- Strive for a win/win resolution in interactions with staff, leaders, elected officials and the community.
- Strong analytical skills to interpret and communicate data.
- Expert level proficiency in Microsoft Office business software (Word, Excel, Access, Powerpoint)
- Ability to perform duties with tact, discretion, and confidentiality.
- Excellent time management skills to plan and set priorities.
- Excellent verbal, written and presentation communication skills.
- Strong interpersonal skills to forge effective and positive working relationships with other City staff, executive management, and other public officials.
- Demonstrate good problem-solving skills and decision-making abilities.
- Familiarity with the issues affecting the City.
- Cultural sensitivity to relate to and work effectively with those from diverse racial, ethnic, gender, sexual preference or orientation, religious and socioeconomic backgrounds.

## COMPENSATION & BENEFITS

The anticipated starting hiring range will be between \$95,000 - \$105,000 +/- DOQ. In addition, the City offers a competitive comprehensive benefits package including cost-effective health, dental and vision plans, paid sick and vacation leave, ten paid holidays, as well as participation in one of the largest public pension plans in the State of Ohio, the Ohio Public Employees Retirement System (OPERS).

Please submit résumé, cover letter, and contact information for five professional references online at [GovHRUSA Career Center](https://www.GovHRUSA.com). Resumes will be reviewed as they are received. Posting will remain open until filled without a minimum posting period.

Questions regarding the recruitment maybe directed to:

**Joan Walko**  
Senior Vice President  
[jwalko@GovHRUSA.com](mailto:jwalko@GovHRUSA.com)  
(410) 499-9586

# CITY OF CLEVELAND

## EQUAL OPPORTUNITY EMPLOYER

Mayor Bibb and his Team are committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation, and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the city realize its full potential. The city benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. The city is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.