



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Compensation Manager  
**Department:** Human Resources  
**Classification:** 0501  
**Pay grade:** 26E  
**FLSA:** Exempt

**Prepared Date:** 07/2015  
**Approved By:** HR/CM



### **Summary**

This is professional and technical work responsible for administrating, analyzing, evaluating and supporting operations, procedures, and policies in the area of payroll administration. Exercises initiative and independent judgment under the general supervision of the Human Resources Director.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Processes and advises employees on issues related to payroll administration. Researches and resolves associated employee problems as required; assists in the understanding and application of payroll and related Human Resources policies and procedures, Personnel Rules and Regulations, labor agreements FLSA and other applicable laws.

Prepares/processes pay plan and collective bargaining documentation, as appropriate.

Reviews and corrects personnel and payroll-related documents (i.e. Personnel Action Forms) generated by departments.

Supervises support staff. Plans, directs, and assigns work regarding payroll functions to Personnel Staff.

Coordinates the Human Resources functions of payroll with the Finance Department.

Provides training, assistance, and guidance to all payroll personnel in the various departments.

Serves as a liaison to technical staff within the Departments of Information Technology, Finance, and other key operating departments.

Assists the Human Resources Director with special projects various reports as required.

Studies and standardizes procedures to improve efficiency and effectiveness of payroll and related operations.

Conducts local wage and benefit surveys. Supervises and participates in the comparability and evaluation of data.

Confers with auditors engaged in periodic audit of City payroll transactions.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of federal, state, and local laws relating to human resources and payroll, including but not limited to FMLA, FLSA, etc.

Knowledge of City policies and procedures, collective bargaining agreements and practices relating payroll functions.

Ability to communicate professionally and maintain effective working relationships with employees of all levels, applicants, management, union representatives, city officials, attorneys, and service providers.

Knowledge of office practices, systems and equipment.

Ability to perform mathematical computations, including creating complex pay spreadsheets and conducting research.

Knowledge of Microsoft Office products preferably Microsoft Excel and Crystal Reports.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers dexterity, handle, feel or operate objects, read and write English. Must have the physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. A considerable amount of time is spent working on the computer. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

Bachelor's Degree from an accredited college or university with a major in Finance, Public Administration, Business Administration, Human Resources, Management Information System, or other related field.

Minimum five (5) years progressively responsible experience in handling payroll matters and other technical aspects integrating human resources and Information Technology.

Any appropriate combination of relevant education and/or work experience may be considered.

Knowledge of Payroll Software applications.