



DIRECTOR OF COMPENSATION, BENEFITS & HRIS

*City of Seattle, WA*

# THE ORGANIZATION

The Seattle Department of Human Resources (SDHR) provides services for the City of Seattle's diverse workforce to ensure that employees are managed fairly, trained well, supported, and assigned job duties to accomplish City business goals in a cost-effective, efficient and safe manner. Along with human resource services, SDHR also provides human resource tools, expert assistance and information to internal and external customers.

People are the City of Seattle's greatest asset. SDHR is responsible for centrally setting the pace for human resources services: identifying, hiring, and retaining a dynamic, diverse workforce as well as developing and administering a compensation and benefits program to create a quality employee experience. The City of Seattle is currently undergoing a fundamental change in how it approaches Human Resources (HR). Its Workforce Equity initiative is delivering groundbreaking changes that help ensure that the City is truly an equitable place for all employees to work and thrive in. Its HR Consolidation project is helping ensure that the City human resource services evolve from being administered by multiple, separate units into one cohesive employer with harmonized practices, benefits and procedures.

For more information about SDHR, visit [www.seattle.gov/personnel](http://www.seattle.gov/personnel).

# THE POSITION

The City of Seattle is seeking an experienced, partnership-minded HR professional to serve as Director of Compensation, Benefits and HRIS. This individual will lead the design, development, implementation and delivery of Seattle's classification, compensation and benefits strategy as well as the management of HRIS. He/She will work collaboratively with team members in SDHR and business partners in other departments throughout the City to conduct expert analysis and present innovative approaches to advance the City's Workforce Equity and HR Consolidation initiatives. Initially, the primary focus of this position will be classification work.

You will be successful in this position if you feel passionate about:

- Developing and managing a compensation, classification and benefits infrastructure through teamwork and collaboration
- Supporting business needs through creative problem-solving
- Building strong customer-focused relationships with both internal and external customers
- Advocating for staff members to provide excellent customer service

Your effectiveness in this role will depend on your ability to:

- Communicate effectively orally and in writing
- Lead the assessment and update of City job titles to reflect the work required in these jobs
- Keep apprised of federal, state and local laws and regulations in order to ensure compliance

- Advise senior leadership on complex compensation plans in an easy to understand manner
- Create programs from the ground up
- Work in a fast-paced environment

You will feel prepared to take on this role if you have experience in:

- Creating or managing the compensation, classification and benefits infrastructure of a large, complex organization
- Modifying existing and/or developing new compensation systems and programs within an environment that demands extensive stakeholder engagement
- Administering compensation, classification and benefits policies, influencing and guiding leadership on compensation and classification-related initiatives
- Supervising a team of compensation, classification and benefits analysts
- Providing guidance and support to HRIS technicians

### **Challenges and Opportunities**

- Consolidation of the City's HR functions is currently underway.
- An enormous overhaul of the City's employment classifications and job specifications is needed; this initiative is expected to take 2-3 years.
- The City is about to embark upon a major update to its HRIS system.

## **THE IDEAL CANDIDATE**

The ideal candidate for this high visibility position will be a clear thinker, excellent communicator and talented mentor who shares power while challenging and motivating staff to perform at the highest level. This person will have a participative leadership style that draws people out, facilitates positive transformation and drives efficiency. Individuals who enjoy leading organizational change, supporting employee development, and working in a collaborative, fast-paced environment are encouraged to apply.

### **Education and Experience**

A typical way to gain the knowledge and abilities required to perform this job is graduation from a college or university with a Bachelor's degree in Human Resources, Business, Organizational Development, or a related field. Individuals with a combination of education, training and experience which provides an equivalent background will also be considered. A Master's degree and/or Certified Compensation Professional (CCP), Certified Employee Benefit Specialist (CEBS) or Certified Benefits Professional (CBP) is preferred.

### **Knowledge, Skills & Abilities**

- In-depth experience overseeing varied compensation systems, including total rewards strategy, plan design, and analysis.

- Experience managing and supervising professional staff, including hiring and performance management.
- Superior analytical, problem solving and influencing skills.
- Deep technical and compliance expertise in compensation & benefit programs.
- Prior experience in a municipal/government setting.
- Familiarity with ADP systems is a plus.

## THE COMMUNITY

Seattle is an exciting urban city surrounded by unmatched natural beauty. Considered the crown jewel of the Pacific Northwest, Seattle has been recognized as one of the top U.S. cities to live, work and play in by Business Insider, CNN, Kiplinger's and TripAdvisor.

With a diverse population of more than 3.7 million people, an employment base that offers approximately 2 million jobs, and a relatively low unemployment rate, the Seattle area is wonderful place to live and work. Its neighborhoods range from modern high-rise apartments in the urban core to turn-of-the century homes in the areas dotting Lake Washington and Puget Sound. A wide variety of housing options is available throughout the city and nearby communities. Seattle's freeways and arterials are congested during peak commute hours, however, the city is highly walkable and supported by a dependable, highly used public transportation system. With over a dozen hospitals and scores of medical centers, the Seattle area offers a wide variety of healthcare options.

The people of Seattle are generally highly educated, environmentally conscious, and supportive of individual and cultural differences. Historically known for its bookish, laid back local culture, Seattle has a large and vibrant music and arts scene, world-class theaters and museums, aquariums, stadiums, zoos, libraries, and an abundance of parks. It is also the home of several professional sports teams including the Seattle Seahawks (football), Seattle Mariners (baseball), Seattle Sounders (men's soccer), the Seattle Storm (women's basketball) and Seattle Reign (women's soccer).

Some of the most recognizable global companies and foundations including Amazon, Boeing, Microsoft, Starbucks, Weyerhaeuser, Costco, Nordstrom, REI, Nintendo, Alaska Airlines and the Bill & Melinda Gates Foundation are based in the Seattle area. With a large pool of highly skilled workers, cutting-edge research and thriving industry clusters, Seattle is also an incubator for new and minority-owned businesses across several industries. For example, Seattle's video game companies generate more than one-third of the game industry's \$10 billion national

revenue, while Seattle's clean technology industry accounts for more than 60,000 jobs in the sectors of energy efficiency, renewable energy, pollution reduction and pollution cleanup.

Natural beauty, clean air, and beautiful waters make Seattle the perfect place to get active. Washington state is home to more than 9,000 miles of hiking trails. Cycling, kayaking, canoeing, scuba diving, skiing, snowboarding, and stand-up paddle boarding are popular outdoor activities in the Seattle area. In every kind of weather, Seattleites enjoy spending time outdoors.

Seattle offers a large network of universities and colleges including the University of Washington, Seattle University, Seattle Pacific University, City University of Seattle, and many others.

## COMPENSATION & BENEFITS

The starting salary for this position is \$125,000 to \$135,000 annually. Placement within the range will be dependent on qualifications. The City of Seattle also provides a generous benefits package to its employees which includes:

- Health, dental, vision, long term disability and group term life insurance
- Defined benefit retirement plan
- 10 paid City holidays and 2 personal holidays
- 12 to 30 days of vacation per year, based on length of City of Seattle service
- 4 days of executive leave per year
- 12 days of sick leave per year
- Paid family leave care, up to 4 weeks
- Paid parental leave, up to 12 weeks
- Executive leave
- Merit leave
- Optional 457 deferred compensation plan
- Flexible benefit plan contributions by employee on a pre-tax basis
- Employee Assistance Program

## HOW TO APPLY

Please apply **on-line** at [www.alliancerc.com](http://www.alliancerc.com) by **May 12, 2017**. For questions and inquiries, please contact Cindy Krebs at (562) 901-0769 or [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com)