



CITY OF TACOMA
invites applications for the position of:
**Senior Human Resources
Analyst (Classification and
Compensation)**

An Equal Opportunity Employer

SALARY

Annually
\$73,632.00 - \$94,411.20

OPENING DATE: 08/28/17

CLOSING DATE: Continuous

**POSITION
DESCRIPTION:**

The mission of the Human Resources Department is to provide comprehensive and innovative Human Resources services to City of Tacoma departments and employees for the benefit of our community. Under the direction of the Benefits Manager, the Senior Human Resources Analyst, Classification and Compensation provides strategic direction, leadership, and administers the overall structure of the compensation and classification systems, including making policy and system recommendations based on collective bargaining agreements, equity, best practices, fiscal sustainability, and meeting workforce recruitment and retention goals.

The Senior Human Resources Analyst serves as a key advisor in support of the City of Tacoma's classification and compensation systems, providing advice and guidance to City Senior Leadership Teams regarding the classification and compensation structure. Advises managers and supervisors on compliance with federal, state and local laws, including the Fair Labor Standards Act (FLSA), state wage and hour laws, apprenticeship programs, related regulations, and policies and processes. This position leads the market review of all positions, maintains the salary table and data on classifications and related compensation, as well as completing assessments and analyses of system changes as need to meet critical business needs. Provides training, produces analyses and reports and maintains relevant records and data. Approximately 75% of the City's 3,600 employees are in 29 bargaining units represented by 12 different labor unions.

WHY WORK FOR THE CITY?

Leave behind negative notions of government work; they couldn't be further from the truth. Working for the government is an enriching opportunity to work with people who are passionate about making a real, tangible difference. You'll be surrounded by innovative leaders working on a variety of issues during a formative time in Tacoma's development. In addition, you will feel satisfied knowing that your job truly matters, and has a positive impact on local communities.

The City of Tacoma also has a very generous benefit package. These generous employee benefits include:

- Medical coverage for eligible employees, spouses/domestic partners and dependents, including children up to age 26.
- Vision care with VSP for employees and eligible dependents enrolled in the Regence PPO medical plan with vision benefits.
- Dental coverage for eligible employees and their eligible dependents, including dependent children up to the age of 26.
- Deferred compensation allowing tax-deferred savings as authorized under Section 457 of the IRS Code.
- Generous amount of paid holidays and personal time off.
- A phenomenal pension plan that prepares you for retirement.

For more information on the City of Tacoma's benefit package feel free to explore [City of Tacoma Benefits](#).

QUALIFICATIONS: DESIRABLE QUALIFICATIONS

Education and Training to include an equivalent combination of:

- Graduation from an accredited four-year college or university with a Bachelor's Degree with a focus on human resources, business, social or organizational sciences, public administration or a related field **and** three years of broad-based professional human resources experience, including classification and compensation, and advising and consulting on human resources issues;

OR

- Four to six years human resources experience directly related to classification and compensation.

Experience in a public or government agency is preferred.

The successful candidate will be able to demonstrate competencies and significant accomplishments from prior work experience.

KNOWLEDGE & SKILLS:

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Consulting

Employ expertise, credibility, and effective partnering to help clients identify, evaluate and resolve complex or sensitive issues, problems and service needs.

Analysis

Use data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.

Relationship Building

Build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.

Strategic Thinking

Use strategic thinking to evaluate proposed actions and timelines against organizational mission and values. Make final decisions on acceptability, pertinence, and large scale value of the plan.

Communications Effectiveness

Convey clear, timely, written and verbal persuasive messages that positively influence the thoughts and actions of others.

Negotiate Agreements

Effectively work with others to understand interests and actively strive to achieve agreements or resolve differences in a timely manner.

Results Orientation and Initiative

Focus on results and desired outcomes and how best to achieve them. Identify what needs to be done and proactively take appropriate action. Get the job done. Set high goals and achieve them. Respond to setbacks with renewed and increased efforts. Adapt to and positively handle the stress of a high-paced work environment, keeping persistent in the face of difficulty.

SELECTION PROCESS & SUPPLEMENTAL INFORMATION:

Interested individuals should apply online and attach a detailed resume and cover letter describing your responsibilities as it relates to the responsibilities of this position.

NOTE: First consideration will be given to candidates who apply by Friday, September 8, 2017.

Applications received without the required resume and cover letter will not progress in the selection process.

Candidates whose backgrounds most closely reflect the current needs of the department will be sent additional questions via email. Those candidates that are moving on in the selection process may be invited to participate in the interview process. Appointment is subject to passing a background check.

The online application system may require you to enter a substantial amount of information. Be prepared to spend a minimum of one hour entering the required information.

Communication from the City of Tacoma:

We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or neogov.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

Should you have any questions about this position please call Human Resources at (253) 591-5400 before 5pm on the closing date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department
747 Market Street
Tacoma, WA 98402-3764
253-591-5400
lstehr@cityoftacoma.org

Job #1131-A17
SENIOR HUMAN RESOURCES ANALYST (CLASSIFICATION AND
COMPENSATION)

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Senior Human Resources Analyst (Classification and Compensation) Supplemental Questionnaire

- * 1. INSTRUCTIONS: Answer the following questions as truthfully and accurately as possible. Your responses to these questions may be assessed in subsequent examination parts, and any sign of deliberate misinformation or intentional exaggeration will result in disqualification from the examination process and possible bar from future employment opportunities with the City of Tacoma. I certify that the information provided is accurate and complete to the best of my knowledge and I understand that any falsification may

cancel any terms, conditions, or privileges of employment. Please indicate "Yes" to show that you have read and understand these instructions.

Yes No

- * 2. Do you have an equivalent combination of: Graduation from an accredited four-year college or university with a Bachelor's Degree with a focus on human resources, business, social or organizational sciences, public administration or a related field **and** three years of broad-based professional human resources experience, including classification and compensation, and advising and consulting on human resources issues; OR Four to six years human resources experience directly related to classification and compensation.
 Yes
 No
- * 3. Do you have four to six years human resources experience directly related to classification and compensation?
 Yes
 No
- * 4. Which best describes your proficiency using Microsoft Excel?
 Occasional user (1X/month), basic functions only
 Occasional user (1X/month), advanced functions
 Frequent user (1X/week), basic functions only
 Frequent user (1X/week), advanced functions
 Frequent user (1X/week), expert skills
- * 5. Give examples of the types of Excel functions you use and the frequency in which you use them. If you do not use Excel please state "N/A".
- * 6. Describe your experience in developing, managing, and administering the overall structure of classification and compensation systems, including making policy and system recommendations based on collective bargaining agreements, equity, best practices, fiscal sustainability, and meeting business needs regarding workforce recruitment and retention goals. Please include in your response the organizations you worked with, the organizations' size and your roles and responsibilities.
- * 7. Describe your experience administering and working with various compensation models (e.g. step-based, broad-banding, pay-for-performance, point-factor, etc.).
- * 8. Tell us how you learned about this job opening.

- Job Interest Card notification
- Professional organization
- Union job posting
- City of Tacoma employee
- Online job board posting
- Word of mouth
- Tacoma community organization
- General internet job search
- Other
- Linked In

9. If you answered "other" the question above, please provide specific information regarding how you learned about this job opening. This information is used to evaluate our success reaching the public and refine our methods for future job postings. Thank you for your feedback.

* Required Question