



STATE OF NORTH CAROLINA
invites applications for the position of:

Classification & Compensation Manager

JOB CLASS TITLE: State HR Manager

POSITION NUMBER: 60013789

DEPARTMENT: Office of State Human Resources

SALARY RANGE: \$65,373.00 - \$117,589.00 Annually

RECRUITMENT RANGE: \$65,373 - \$102,000

SALARY GRADE / SALARY GRADE EQUIVALENT: GN17

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 06/22/21

CLOSING DATE: 07/13/21 11:59 PM Eastern Time

DESCRIPTION OF WORK:

Classification/Grade: State HR Manager/GN17
Recruitment Range: \$65,373 - \$102,000

The Office of State Human Resources (OSHR) serves as the "Center of Human Resources Expertise" for the State of North Carolina through an integrated, professional Human Resources Team that is collaborative, strategic, and customer-focused, and supports state government efforts to attract, retain, develop, and motivate a high-performing, diverse workforce.

The State of North Carolina offers excellent comprehensive benefits. Employees can participate in health insurance options, standard and supplemental retirement plans, and the NC Flex program (numerous high-quality, low-cost benefits on a pre-tax basis). They also receive paid vacation, sick, and community service leave. In addition, paid parental leave is available to eligible employees.

Division Information

The Total Rewards Division is comprised of two sections, Classification & Compensation and Salary & Leave Administration. The Division is responsible for the administration of classification, compensation, salary and leave administration-related programs and policies for North Carolina state government. This includes the development, communication, administration, and training of modern strategies and efficient tools which enable agencies and universities to competitively attract, retain and motivate talented staff.

Description of Work

We are currently seeking a dynamic leader to join the State of North Carolina as the **Classification and Compensation (C&C) Manager**. This position is responsible for leading the innovative effort to manage and administer the state's Classification & Compensation system. This

process will consist of enhancing the classification and compensation system, overseeing statewide projects, delivering training to state agencies, and providing consultation to HR Directors and staff in the agencies.

The C&C Manager supervises a team of senior classification and compensation consultants and manages the day-to-day operational activities. This includes but is not limited to consultation and technical assistance regarding classification, job evaluation, and salary administration, survey participation, market pricing, modeling compensation data, developing reports and key metrics to support recruitment and retention strategies. The C&C Manager also liaisons with the University System Office on matters related to classification and compensation. As the subject matter expert for classification and compensation, the C&C Manager monitor trends in the market to proactively position the state to be competitive for talent.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- Working experience in job evaluation systems, human resources policies and procedures related to classification, compensation, salary administration, and position management.
- Strong knowledge of FLSA and other related federal laws impacting classification and compensation.
- Strong analytical skills and ability to interpret and communicate data.
- Demonstrated experience in sound decision-making.
- Demonstrated experience in successfully leading a team and developing staff.
- Strong and advanced Excel skills and proficiency in working with Microsoft suite of products and HRIS systems.
- Demonstrated, effective project management experience including attention to detail and being highly organized.
- Experience communicating effectively, facilitating meetings, developing and presenting technical information.
- Experience analyzing and interpreting HR laws, regulations, policies, and practice

Management prefers candidates with:

- Proven experience in the design and management of a comprehensive classification and compensation system.
- Relevant HR experience in governmental operations.
- Certified Compensation Professional (CCP).

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor s degree, typically in Human Resources or related field from an appropriately accredited institution and 5 years of HR experience required, including 3 years in supervisory role; or equivalent combination of education and experience.

SUPPLEMENTAL AND CONTACT INFORMATION:

The Office of State Human Resources (OSHR) uses the Merit-Based Recruitment and Selection Plan to fill positions subject to the State Human Resources Act (SHRA) with highly qualified individuals.

Applicants are encouraged to submit an online State Application which may be obtained from the following address: <http://oshr.nc.gov/work-for-nc> to the Human Resources Division of OSHR **by 11:59 pm on the closing date** or the application will be deemed untimely and will not be processed.

The Office of State Human Resources (OSHR) is an Equal Employment Opportunity Employer.

- Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax reference to the contact information below. All applicants should indicate the position number and job title in the section "Jobs Applied For".
- Applicants seeking Veteran's Preference must attach a DD Form 214, Certificate of Release or Discharge from Active Duty, along with your application. All Required Competencies, Work history, and Credentials must appear on the application in the Education and Work Experience sections of the application form to receive consideration during the selection process. Resumes will not be accepted in lieu of completing the State Application form. "See Attached Resume or an Embedded Text Resume" will be considered incomplete and will not be processed.

A competency is defined as a set of behaviors or duties that reflect knowledge skills, and abilities. When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills, abilities, internal equity, and budgetary considerations pertinent to the advertised positions. Degrees must be received from appropriately accredited institutions. Transcripts for foreign degrees must be evaluated by an organization like World Education Services to determine US equivalency.

It is the policy of the State of North Carolina and the Office of State Human Resources (OSHR) that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

Please refrain from submitting multiple applications. However, if multiple applications are submitted to an individual posting, only the most recent application received prior to the posting close date will be accepted. If you are having technical issues submitting your application, please call the NEOGOV Help Line at 855-524-5627.

It is not necessary to contact the Human Resources Office to check the status of an application. Upon the closing date, applications are "Under Review". Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account.

Learn more about OSHR here: <https://oshr.nc.gov>

Learn about employee perks/benefits: <https://oshr.nc.gov/state-employee-resources/benefits>

Follow us on social media:

Facebook: [@NC Office of State Human Resources](https://www.facebook.com/NCOSHR) Twitter: [@work4nc](https://twitter.com/Work4NC)

LinkedIn: [@State of North Carolina](https://www.linkedin.com/company/state-of-north-carolina)

For further information please contact:

Karen Cheek, Human Resources Business Partner
Office of State Human Resources (OSHR)
Division of Human Resources
1331 Mail Service Center
Raleigh, NC 27699-1331
Phone: 984-236-0800
Fax: 984-236-0948

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.oshr.nc.gov/jobs/index.html>

Position #21-06354/60013789
CLASSIFICATION & COMPENSATION MANAGER
DP

NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government

noreply@nc.gov

Classification & Compensation Manager Supplemental Questionnaire

- * 1. OSHR - Please mark the box that best describes your highest education level as documented on your application.
 - Doctorate
 - Masters
 - Bachelors
 - Associates
 - High School Diploma or GED equivalent
- * 2. OSHR - Do you have a Certified Compensation Professional (CCP) designation through World at Work ?
 - Yes No
- * 3. OSHR - Please indicate your years of experience in compensation modeling.
 - None
 - Less than 1 year
 - More than 1 year but less than 5 years
 - 5 years but less than 10 years
 - 10 years or more
- * 4. OSHR- Please describe your experience in designing and managing a comprehensive classification and compensation system
- * 5. OSHR - As documented on your application, which of the following best describes the number of years work experience you have managing and developing staff?
 - None
 - Less than 3 years
 - Greater than 3 years but less than 5 years
 - More than 5 years but less than 10 years
 - Greater than 10 years
- * 6. OSHR - To be considered for this position, you must clearly show within the body of the application how you meet the state mandated minimum education and experience requirements for this vacancy. In order to receive credit for the supplemental questions in which you answered yes, you must provide supporting information within the body of the application to support your answer. G.S. 126 -30 speaks to fraudulent disclosures given to meet position qualifications. Have you provided the correct information for our screening process?
 - Yes No
- * Required Question