



**Code: 1348**

Family: Human Resources

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Personnel

## **CLASS TITLE: DIRECTOR OF CLASSIFICATION AND COMPENSATION**

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class is allocated to the Department of Human Resources (DHR) and manages and leads the activities of the Classification and Compensation division, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs the day-to-day activities and supervises a professional staff of analysts engaged in various classification and compensation activities
- Strategies and develops policies and procedures related to job analysis and compensation administration
- Establishes work procedures and standards in the conduct of position classification audits to ensure appropriateness of job classifications
- Oversees the maintenance of the classification and compensation pay plans for City class titles, and employment and job status records
- Oversees the preparation of class specifications, examination announcements, and related job documentation
- Reviews detailed reports summarizing audit findings and approves/denies recommendations of new and existing positions using standard methods of job evaluation
- Initiates and designs the utilization of salary surveys and organizational studies regarding compensation and other human resource issues
- Advises and consults senior management and departmental managers on various classification and compensation matters
- Testifies at union arbitration hearings to validate and justify classification audit findings
- Leads and participates in special compensation projects
- Prepares various reports on the status of work and productivity, analytics, and trends for use by senior management
- Stays abreast of classification and compensation best practices in order to update and/or modify policies and procedures
- Responds to a variety of classification and compensation, and human resource related inquiries from city departments, outside agencies, and the public

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business/Public Administration or a directly related field, plus five (5) years of professional experience in job evaluation and/or analysis, position classification, or compensation work, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**

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- Graduation from an accredited college or university with a Master's degree or higher in Human Resources Management, Business/Public Administration or a directly related field, plus four (4) years of professional experience in job evaluation and/or analysis, position classification, or compensation work, of which two (2) years are in a supervisory role related to the responsibilities of the position

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, computers)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*job evaluation methods and analysis, including the position classification method
- \*research and job interviewing methods and techniques associated with job analysis
- \*writing methods and techniques for report writing
- applicable department policies, procedures, rules and regulations
- \*compensation practices and procedures
- \*human resource policies and procedures
- \*applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines

Moderate knowledge of:

- \*management and supervisory methods, practices, and procedures, including delivering feedback

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE ENGAGEMENT– Give full attention to what other people are communicating, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate operations and implement solutions

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- \*JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions and choose the most appropriate one
- MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

**Abilities**

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented through spoken words and sentences
- SPEAK – Verbally communicate and present information to large groups of people
- WRITE – Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS – Come up with a number of ideas about a topic

**Other Work Requirements**

- ADAPTABILITY / FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
February, 2024; April, 2025