CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
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HUMAN RESOURCES PROJECT MANAGER
Classification & Compensation

This Human Resources Project Manager is assigned to the Classification & Compensation Division. The individual assigned to this position will serve as a Lead Compensation Analyst, performing complex research, analysis, design and administration of various compensation policies and programs. Conducts position evaluations and market analysis in response to individual classification and compensation requests. Interacts frequently with various levels in the organization. Oversees Classification and Compensation staff and reports to Human Resources Administrator.

Essential Job functions include, but are not limited to the following: Assists with the design, implementation, and communication of compensation programs to support organizational strategic objectives. Reviews salary requests for new hires, promotions, equity increases and other individual adjustments to ensure conformance with established policies, market competitiveness and internal equity. Monitors and periodically audits pay practices to ensure compliance with organizational policies. Performs cost estimates and statistical analysis of wage increases to include cost of living adjustments, performance pay, incentives, re-grades and other compensation items. Conducts research regarding innovative compensation trends and provides recommendations based on findings. Evaluates requests for new classifications and develops job descriptions. Participates in, conducts and evaluates salary market survey data. Conducts job evaluations in consideration of individual classification action requests. Develops and generates standardized and ad-hoc HRIS reports for compensation management. Provides technical assistance to departments on classification and compensation issues. Performs related duties and fulfills responsibilities as required.

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with preferable coursework in Human Resources, Public Administration, Business or other related field. Two years of progressively responsible professional experience in Human Resources or related field; a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

PREFERRED QUALIFICATIONS: The preferred candidate shall have excellent organizational and multi-tasking skills; strong communication and presentation skills; strong time management skills; and high proficiency with Microsoft Office software applications, including Excel, Access and PowerPoint.

Salary ranges from $46,332 to $69,504, depending on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, resume (detailing work and education history, including dates for work assignments: and three to five work reference with contact information to: City of San Antonio Human Resources Department, Attention: Rita Aguilar, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled.**

For additional information contact Rita Aguilar at (210) 207-7290.