



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0807

CLASSIFICATION AND COMPENSATION MANAGER

GRADE O

The individual assigned to the position in this class within the Central Personnel Division of the Office of Management and Budget is responsible for directing the activities associated with classification, compensation, salary administration, and general personnel system administration services to state agencies. Duties will include developing goals and objectives; directing and supervising the activities of assigned staff; planning, coordinating, and assigning work; and evaluating work performance. Individual will be responsible for the design, development, and implementation of personnel programs affecting state employees; providing on-going analysis of program effectiveness; and recommending policy and procedural changes needed to insure efficient and effective personnel programs. Provides a process for communication and coordination among state agency personnel systems, employees, and the Central Personnel system; and serves as a resource for personnel system related information.

Responsibilities will also include providing verbal and written communications; record-keeping; maintaining data; conducting research and analysis; and performing related special projects. Individual will be required to represent the function to internal and external entities; conduct presentations to various groups, committees, and organizations. This individual is involved in planning and monitoring the division budget and insures efficient utilization of assigned resources.

Individual performs various other management-related duties commonly performed by individuals at this level within a division of the Office of Management and Budget.

Responsibilities associated with this class consist of duties that will vary depending upon circumstances and require substantial analysis to create the appropriate procedures, processes, or methods for accomplishing the work. Decisions require the application of learned concepts and/or theories to accomplish a broad range of activities. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or a similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Responsibilities include making final decisions affecting organizational goals and objectives and providing control of the outcome of those decisions.

MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:

Requires a bachelor's degree in business, public, or personnel administration and three years work experience within a major function of a large personnel system. The employing agency, at its discretion, may substitute professional work experience for a formal education requirement. The amount and type of work experience that will be substituted will be defined by the employing agency at the time of recruitment.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with managing the activities of a major function within a statewide system of personnel administration. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

Eff. Date: 8/89

Rev: 1/00 – Word processing conversion

Rev: 7/12 – Conversion to Hay System