

Job Title: Director Compensation,

Join METRO where a passion for public service is rewarding. Enjoy comprehensive benefits, including medical, dental, vision, retirement. Advance your career with tuition reimbursement and supportive work culture.

Basic Function

Directs the Compensation division in the administration of compensation policies, structures, pay programs and staff. Develops, implements, and administers compensation strategies/programs and ensures they align with METRO's goals and business objectives. Oversees Organizational Management (OM) module, ensures data aligns with Finance, Procurement, Time Management and HR's Information System including configuration and hierarchy. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

Responsibilities and Specific Duties

- Directs staff, provides leadership, and performs personnel administrative functions of direct report staff to ensure that the department goals & objectives are achieved.
- Consults and interacts with senior management on relevant compensation issues and in developing, implementing, and administering METRO's compensation pay programs, salary administration and performance management programs.
- Develops, implements compensation programs linked to business objectives in order to attract, retain and motivate employees. Including but not limited to hiring and retention incentives, bilingual pay, and other special pays. Interprets and ensures compliance with applicable state and federal statutes and requirements.
- Directs the development, interpretation and application of compensation's procedures and guidelines.
- Responsible for organizational management; functionality of department, division, job, and position tables; pay grade, EEO category, Safety sensitive codes, procurement authorization levels and pay wage rate tables.
- Works in partnership with METRO's IT/Payroll/HRIS Teams to test, research, evaluate and coordinate resolution and updates to HR system and assists with system issues. Assigned as SAP/SF Super User for organization management maintenance, upgrade, and implementations.
- Provides overall general human resources and compensation consulting and guidance to METRO's management and employees regarding policies, procedures, and processes.
- Supports HR business applications and systems administration for organization position management and works in conjunction with Information Technology, HR divisions and Payroll staff to ensure the integrity of the system.
- Works in partnership with all HR divisions; general compensation training for management training programs, job descriptions, FLSA, performance management, etc., Labor Relations

union classifications job descriptions and pay, HRIS data issues, ECF processes, ER & EEO, pay issues and EEO classification reporting, Staffing, postings, and salary offers, bilingual pay, police pay and incentives, etc.

- Responsible for achieving financial objectives by preparing the compensation budgets, scheduling expenditures, monitoring, and analyzing variances.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Provides excellent customer service to METRO internal and external customers.
- Applies SMS (Safety Management System) methods and principles in daily routine and supports all aspects of the agency's Public Transportation Agency Safety Plan (PTASP).
- Promotes safety awareness and other employee safety procedures in efforts to reduce or eliminate accidents.
- Performs other job-related duties as assigned.

Pay Range: \$115,400 - \$157,200

Education Requirement

Bachelor's degree in business, Public Administration or Human Resources or related degree required.

Years & Experience Required

Minimum of 8 years professional and management experience in Compensation and HRIS, to include 3 years senior level/management experience. Experience in working with all levels of management. Experience with SAP/SuccessFactors preferred. Transit industry and/or public agency experience preferred.

Knowledge & Skills Required

Demonstrated knowledge of compensation/salary administration, job evaluation, survey methodologies and compensation statistics. Strong analytical and quantitative skills. Working knowledge of regulatory compliance related to human resources. Strong leadership and interpersonal skills. Effective communication skills: ability to communicate to all levels of employees. Proficient knowledge of MS Office; Word, Excel, Power Point and HRIS systems required. Preferred certifications include: World at Work Certified Compensation Professional (CCP); SPHR/PHR or SHRM CP.

Additional Information

The Metropolitan Transit Authority of Harris County, Texas has a zero tolerance drug and alcohol policy for all employees. All internal and external applicants will be required to undergo drug testing before employment and will be subject to further drug and/or alcohol testing throughout their employment.

Further, employees who perform safety-sensitive functions will submit to drug and/or alcohol testing in accordance to the Department of Transportation (DOT) and the Federal Transit Administration (FTA) regulatory requirements.

We provide equal opportunity to all qualified individuals regardless of race, color, religion, age, sex, national origin, veteran status, genetic information or disability.