

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FUNCTIONAL DUTIES Serves as the Manager, Compensation Department (Department) in the Office of Human Resources and Administrative Services (Office), Metropolitan Washington Airports Authority (Airports Authority). Through the management and oversight of staff efforts and through work personally performed, manages the research, development, and implementation of all compensation policies and programs including direct compensation (wages, salaries, variable pay, special pay and other pay programs), performance management payouts, and employee recognition award programs. Establishes policies, procedures, and criteria for the design and administration of compensation programs. Performs related functions.

Through subordinate organization, staff and consultants, or personally, and in collaboration with the Vice President for Human Resources and Administrative Services, other executives and key staff throughout the Office and Airports Authority:

--Manages the development and implementation of policies and procedures for the administration of Airports Authority base pay programs and the initiation and coordination of related research activities. Develops, tests and implements new compensation programs, policies and procedures and documents existing programs, policies and procedures.

--Manages the preparation of instructions and regulations for premium pay programs (such as variable pay and specialty pay programs), overtime, night differential, Fair Labor Standards Act (FLSA) status, placement actions, pay-for-performance processes, employee recognition awards, and merit pay.

--Provides for the review and analysis of proposed Federal legislation or regulation which may impact Airports Authority pay programs, and the development of recommendations to revise or modify procedures to ensure compliance with the new or revised laws or regulations.

--Manages executive compensation programs including the administration of contracted services for the determination of executive salaries.

--Maintains liaison with other functional areas to ensure effective coordination and control of pay related activities. Specializes in compensation, but regularly works across a wide span of HR functional areas, including organization design, training, organization development, performance management, labor-management, employee relations, employee benefits and employment in major studies, special projects and day-today work.

--Leads or conducts the research, development, and evaluation of compensation studies and special pay projects on comparable rates of pay with the Federal and local public sector and the private sector (both within and outside the airport industry); develops position papers on pay and pay practices.

--Serves as Contracting Officer's Technical Representative (COTR) for contracts related to the development and administration of executive compensation programs and ad hoc and cyclical

pay studies. Develops Statements of Work (SOWs), leads the Evaluation Committee through the Request for Proposal (RFP) solicitation and award process. Coordinates with the Airports Authority's Procurement and Contracting Department and Budget Department to ensure all contract deadlines and financial obligations are met in an efficient and timely manner. Monitors contractor's timeline and deliverables; approves or declines contractor invoices.

--Participates with the Vice President for Human Resources and Administrative Services and the other Department managers in strategic planning. Provides input regarding strategy, long-term planning and actions and issues affecting HR. Works collaboratively and partners with the other Department managers on policies and procedures pertinent to the HR function specifically and for the good the Airports Authority generally.

--Keeps abreast of technical and professional developments to help ensure that advice is cogent and that approaches, programs, program modules and policies advocated, designed or developed and implemented are forward-looking.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, and other Airports Authority employees (such as executives, managers, supervisors, professionals, and support staff), HR professionals at other airports, and contacts in the Federal and local public sector, as well as the private sector (for-profit and not-for-profit).

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (databases and spreadsheets), prepare charts/graphics and presentations, and conduct research (Internet use); (b) enterprise system/software for budgeting, requisitioning, time and attendance reporting, and other functions; and (c) specialty systems/software used in the Office such as the Airports Authority's Human Resources Information System (HRIS) .

--May operate a vehicle, on and off the Airport complexes and other locations, to attend meetings, meet with employees and supervisors, observe work, and perform related functions.

--*Performs other duties as assigned.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of Compensation Department operations, provides:

Organizational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review and control systems to assist in achieving goals and results. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of EEO principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals and program results on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or to modify program goals or operations, as appropriate.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A Bachelor's Degree in Business Administration, Human Resources Management, Personnel Administration, Public Administration, or a related field providing a strong foundation for successful performance of the DUTIES in this job description; or an equivalent combination of education, experience and training that totals four years.
2. Eight years of progressively responsible experience in human resources with emphasis on compensation, performance pay management and employee recognition principles that includes work in the range of DUTIES listed in this job description including (a) developing, testing, and implementing compensation programs; (b) managing or conducting compensation studies (including market pay studies); (c) overseeing daily aspects of pay program administration to help ensure legal compliance and consistency in compensation administration covering overtime pay, premium pay, awards, paid-time-off, etc.; and (d) applying a wide range of HR concepts, laws, policies, practices, analytical, and diagnostic methods and techniques, sufficient to solve a wide range of complex, interrelated HR problems and issues.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 may be substituted for two of these eight years of experience. One example is a master's degree in any field may be substituted for two years of experience.

3. Education, experience or training indicating the ability to perform successfully as a first level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of supervisory personnel functions.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. A Master's Degree in Human Resources Management, Personnel Administration, or Public Administration.
2. Substantive experience in compensation programs in the public sector.
3. Certification as a Certified Compensation Professional (CCP) from WorlDatWork; or a fully equivalent certification.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of Airports Authority management functions, policies and procedures, including EEO principles and requirements, and knowledge of supervisory principles, altogether to manage the operations and programs of the unit/team and to perform supervisory functions.
2. Advanced knowledge of, and skill in using, the principles, practices, and procedures needed to develop and implement critical compensation programs; of major concepts and principles underlying current and emerging compensation policies and programs; and management of human resources programs, policies, and practices that will be effective in recruiting, retaining, and motivating a high quality, diverse work force.
3. Ability to maintain strict confidentiality regarding organization and employee information.
4. Knowledge of laws, regulations, theories, concepts, standards, principles and practices governing or underlying compensation and other HR areas such as the FLSA (especially the overtime provision affecting the public sector, including police and fire rules) and the employment provisions of the Americans with Disabilities Act, [ADA]) and of objectives, processes and procedures of Airports Authority programs on hours of duty, leave, base pay, premium pay and other compensation issues to advise on, perform and/or check day-today program work in these and other areas.
5. Knowledge of Title VII, Civil Rights Act of 1991, the Uniform Guidelines on Employee Selection procedures, generally-accepted merit principles in the public sector, Titles I and II of the American with Disabilities Act and Fair labor Standards Act, EEO, and related laws altogether to apply current compensation programs on a day-to-day basis in legally compliant and ethical ways and, as assigned, to assist in the development/implementation/improvement of compensation programs or interdisciplinary HR projects.

6. Skill in problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include assessing policies and processes and recommending ways to improve them, collecting/verifying/using market pay data, and providing pay administration advice.
7. Skill in oral communication to understand verbal information (including facts, assertions, ideas and arguments) and to express such information verbally so that others will understand and, in certain circumstances, be convinced or persuaded. This includes the ability to encourage oral communication by others, such as Airports Authority executives and manager concerning their compensation needs. Examples include exchange of routine and non-routine information with managers and employees concerning the full range of official transactions (this includes explanation of processes and procedures); and other Office managers concerning overlapping HR programs.
8. Demonstrated experience designing and implementing strategic communications programs which meet the needs of key stakeholders. Skill in written communication to understand written information (facts, assertions, ideas and arguments) and to express such information in writing so that others will understand, and, in certain circumstances, be convinced or persuaded. Examples include reviewing and revising Department policies and procedures; revising forms and letters to improve clarity; and reviewing written work by subordinates.
9. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes developing rapport with key contacts (who may represent diverse backgrounds and perspectives) to help ensure effective working relationships and excellent customer service.
10. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (spreadsheets and databases), prepare presentations, and conduct research (Internet use); (b) enterprise systems/software for requisitioning, budgeting, time and attendance reporting, etc., and (c) special systems/software used in the Department.

RESPONSIBILITY Is responsible for planning, assigning and reviewing the work of the Department; administering effective compensation, pay-for-performance management and employee recognition award programs; and personally performing other programmatic work in support of the Department. Works directly with and significantly impacts success in recruiting, retaining and motivating a high quality, diverse work force.

Reports to the Vice President for Human Resources and Administrative Services (Supervisor). Manages the Department function independently, keeping the Supervisor informed of the status of projects and significant problems. Most work flows to the Department as a function of assigned responsibilities and ongoing operations. Other work results directly from improvement initiatives and policy and process changes. The Supervisor provides broad objectives and policy guidance for recurring operations and, in consultation with the incumbent, brief instructions and

timeframes for special projects. Performance is reviewed in terms of the Department's conformance to policy and regulatory requirements, quality, quantity, timeliness, teamwork, customer service and other factors, including specific performance management requirements. Special projects are usually reviewed at milestones for overall impact on the Airports Authority and whether the projects achieve expected results.

EFFORT Work is primarily sedentary and may sit for extended periods while performing desk work; moves to other offices and sites to coordinate, advise, negotiate, make presentations and perform other job functions. Uses a computer and communicates by telephone frequently. Reviews management reports and regulations that contain small print. Typically exerts light physical effort in opening/closing file drawers, transporting work materials and performing similar activities. In driving, operates vehicle using judgment in consideration of traffic, weather, and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated, and temperature controlled office setting. Is subject to job pressure and frustration from tight deadlines, constantly changing priorities imposed from above, conflicts with managers, and working within a fast paced environment of multiple projects and operations where the focus must shift constantly, every day.

OTHER SIGNIFICANT JOB ASPECTS None