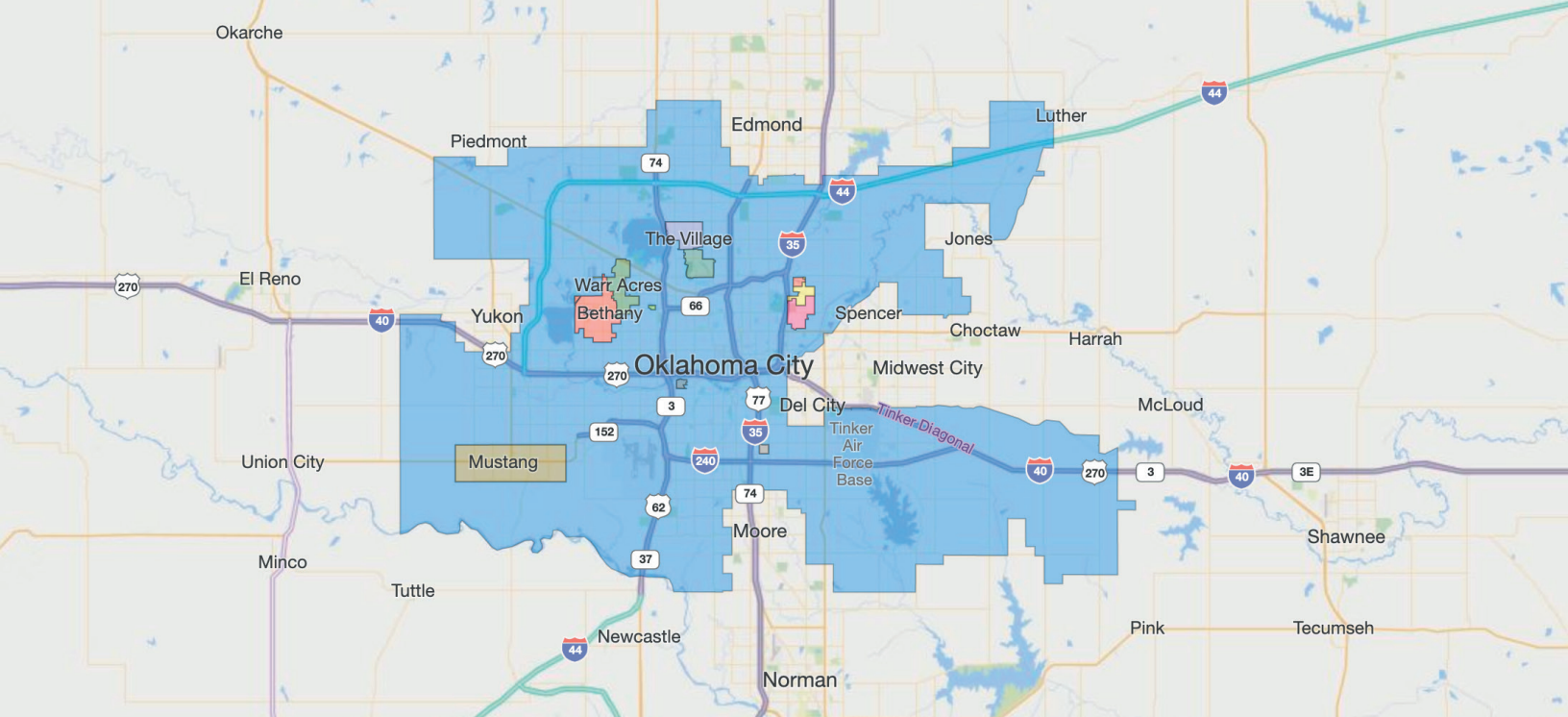


OKC



Total Rewards Manager
governmentjobs.com/careers/oklahomacity





» Oklahoma City

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization. Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 687,725 residents in a four (4) county, 621 square mile area.

Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.



Departments

Twenty-two (22) departments provide a wide array of municipal services and programs:

- Airports
- City Auditor's Office
- City Clerk's Office
- City Council Office
- City Manager's Office
- Development Services
- Finance
- Fire
- General Services
- Human Resources
- Information Technology
- MAPS
- Municipal Counselor's Office
- Municipal Court
- Office of the Mayor
- Parks and Recreation
- Planning
- Police
- Public Information & Marketing
- Public Transportation & Parking
- Public Works
- Utilities





Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the



First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center and National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds. The actual cost for all these projects is \$831,748,555 million.



In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent $\frac{1}{4}$ cent sales tax for more police officers, more firefighters and day-to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$263,301,102 and to date with interest the board has allocated \$255,677,550 toward projects.

In December 2019, voters approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City's sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. Detailed information about the 16 MAPS 4 projects is available at the following link: <https://www.okc.gov/government/maps-4>.



Vision, Mission and Core Values

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors.

We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



➤ The Position

The Total Rewards Manager reports to the Chief Human Resources Officer and is responsible for leading teams and overseeing classification, compensation, and benefit programs for employees and retirees in support of business objectives and strategies that attract and retain talent.

The Total Rewards Manager manages divisional activities through four programs:

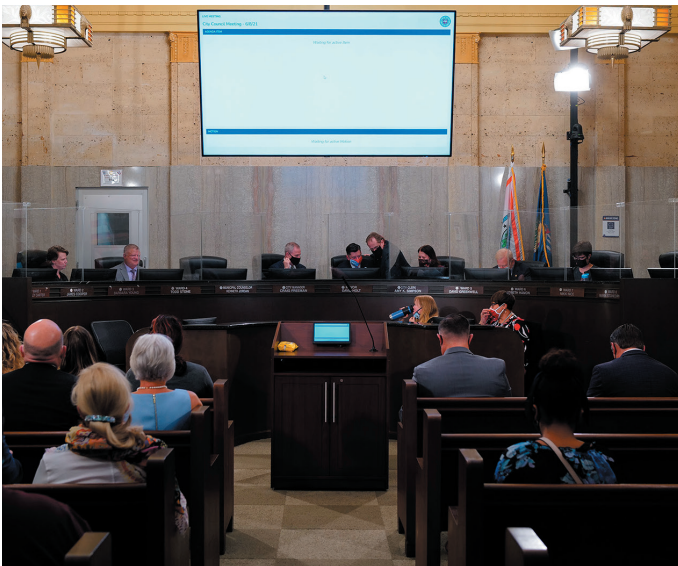
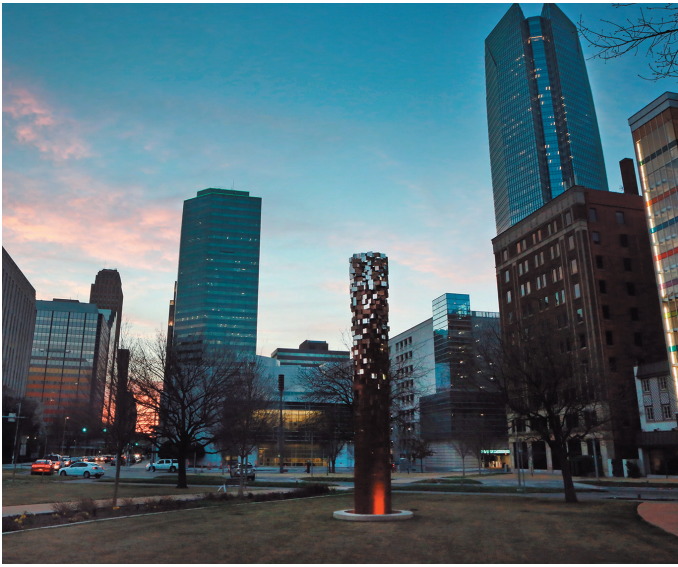
- The Classification and Compensation Program provides job analysis and salary administration services to City departments so they can have accurate job classifications and descriptions, and organizational and pay structure for recruiting and retaining a diverse, inclusive and highperforming workforce.
- The Employee Medical Center Program reduces health plan costs and provides quality health and wellness services to eligible employees, eligible retirees, and their eligible dependents so they can experience overall improved health.
- The Health and Welfare Benefits Program provides insurance and benefit-related services to employees and retirees so they can have access to comprehensive health and welfare services.
- The Retirement Savings Program provides retirement planning and investment education services to active and retired City employees so they can plan for their financial future beyond employment.

The Total Rewards Manager position requires strong leadership, organizational and analytical skills, customer-service orientation, and excellent communication and decision-making skills. Duties performed require the utilization of specialized and previously acquired knowledge, skills, and experience in progressive classification, compensation, and benefit programs.

Essential job functions include: Planning, designing, directing, developing, implementing, and communicating the organization's health and welfare benefit strategy; providing leadership, guidance, and direction of the organization's classification, compensation, and benefits programs to ensure the organization is positioned competitively and that programs are cost-effective, aligned with organizational goals, and in compliance with organizational policies, collective bargaining

agreements (if applicable), laws, and regulatory requirements; developing short- and long-range strategic plans and supervising staff who implement them; developing and executing a comprehensive communication strategy for compensation and benefits programs and identifying opportunities to better enable the organization to improve employee engagement, facilitate proactive and effective messaging, and support the organization's business operations and growth; negotiating and administering contracts and developing new contractual approaches and concepts; analyzing and preparing budgets; developing and administering relevant policies and procedures; presenting executive management with written and/or verbal reports on a variety of complex administrative, technical, or financial matters. Work is reviewed for overall program accomplishments.





» Challenges

- Integrating the Employee Medical Center into health insurance plan design;
- Developing an Employee Wellness Program;
- Increasing participation in disease management program;
- Identifying and implementing cost-saving health plan changes for employees and retirees; and
- Providing educational programs and information to address overall health and wellness.



➤ The Ideal Candidate

The ideal candidate is a visionary leader, creative thinker, problem-solver, partnership builder, and someone who possesses exceptional analytical, organizational, interpersonal and communication skills.

The ideal candidate must possess:

- Bachelor's degree in business, finance, management, human resources, or other related field.
- Minimum of seven (7) years' experience in classification, compensation, and benefits planning, analysis, and administration, supporting a workforce of employees and retirees in an organization similar in size, scope and complexity to that of the City of Oklahoma City.
- Experience leading the design and evolution of a total rewards program, aligning with strategic objectives, market competitiveness, and with a diversity, equity and inclusion lens to attract and retain a qualified, diverse, and inclusive workforce.
- Knowledge of and skill in leading day-to-day activities of classification, compensation, and benefit programs.
- Knowledge of classification, compensation, and benefits best practices, including the application of governing laws, regulations, procedures, and practices.
- Skill in policy and procedures drafting.
- Skill in project management, including financial analysis and market research.
- Skill in human resources administration including day-to-day administration of a large or multiple human resources-related programs.
- Skill in leading teams and achieving results.
- Skill in communicating using tact and diplomacy.
- Skill in using computer applications such as Microsoft Word, Excel, PowerPoint, and Access to produce professional reports, create spreadsheets, and analyze data.
- Skill in analyzing large quantities of data and reaching sound conclusions.



- Skill in applying principles of logical thinking to solve problems.
- Ability and willingness to establish and maintain effective working relationships.

PREFERRED QUALIFICATIONS

- Certified Benefits Professional (CBP)
- Certified Employee Benefit Specialist (CEBS)
- Certified Compensation Professional (CCP)
- Experience selecting and implementing new classification, compensation, and benefits management tools and systems.



» How to apply

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by the first review date of **Friday, September 2, 2022**. Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

To review more information on the position and to submit your materials, visit: <https://www.cpshr.us/recruitment/2071>.

For additional information about this position please contact: Kylie Wilson, Senior Executive Recruiter at kwilson@cpshr.us www.cpshr.us

CPS HR  CONSULTING

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530. The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion. The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed inside most of the time with frequent local travel required and occasional out-of-town travel for seminars, conferences, etc. This position is occasionally required to work beyond normal working hours.

Compensation and Benefits

The salary is dependent upon the qualifications and experience of the selected candidate. Benefits include:

- Flexible schedules
- Telework options
- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 11 regular holidays per year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan