

CIVIL SERVICE BUSINESS PARTNER

PURPOSE AND NATURE OF WORK

Position is responsible for aligning business objectives of assigned departments with Civil Service Rules. The employee will serve as an internal consultant to management in areas including, but not limited to, recruiting, position classification examination, and compensation activities of the Lafayette Consolidated Government Civil Service Office, which include policy making, rule interpretation, large scale pay plan proposals and organizational design. This is advanced professional level work in which the incumbent reports to the Civil Service Director and may have supervisory responsibilities for a small professional and technical staff, as well as acting as director in the director's absence.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of the duties.)

Analyzes personnel problems at the highest levels in a civil service environment. Evaluates alternative organizational designs, performs long term planning and conducts special compensation projects. Analyzes, describes and provides cost projections and recommendations for pay structures, pay ranges, pay raise mechanisms and related matters. Advises departments within Lafayette Consolidated Government on best practices in operating within Civil Service Rules and proposes courses of action to meet departmental goals and objectives with respect to employees. Maintains an effective level of knowledge regarding the department's operations, present and future needs, and employee culture.

Supervises and participates in job analyses, job content research, advertising, examination preparation, and administration, statistical scoring, employment test validation, employment list preparation and hiring rate determination. Prepares methods, materials and policy for employment examination program.

Supervises and participates in job description writing, classification studies, evaluation, position classification, and pay range assignments. Provides methods, materials and policies for classification and compensation program.

Conducts compensation studies, identifies market trends, design and analysis of salary surveys, and salary structures. Prepares salary increase program objectives, mechanisms, cost and provides administrative services for program each fiscal year, or as necessary.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of civil service provisions of Home Rule Charter, Civil Service rules, regulations, and related laws.

Thorough knowledge of laws governing employer use of psychometrics, methods of examination construction, statistical scoring and test validation.

Thorough knowledge of modern compensation practices and related laws, as well as methods and materials of pay plan construction and administration.

Thorough knowledge of modern employment practices and related laws.

Knowledge of computer applications related to human resource systems and management.

Ability to prepare compensation programs that successfully address past, present and developing compensation problems.

Ability to analyze complex classification and compensation problems and render decisions consistent with the Home Rule Charter, Civil Service rules, laws and the public interest.

Ability to communicate clearly and effectively, orally and in writing.

Ability to work after hours and on weekends as required by Board meetings.

Ability to form and maintain productive working relationships with elected officials, management, employees and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Master's Degree in Industrial/Organizational Psychology, extensive professional experience in examination, classification and compensation in a utility and/or public employment environment, and professional certification in human resources and/or compensation are desired.