

Manager - Compensation

Pittsburgh Regional Transit is seeking a Manager – Compensation to be responsible for all aspects of compensation and performance management administration including data analysis, job evaluation and classifications; position management; and data processing and all other compensation functions for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Serves as primary point-of-contact for compensation related data analysis and ensures that compensation is compliant with federal, state and local regulations. Leads major compensation initiatives and acts as subject expert regarding compensation trends and laws; ensures compliance in compensation activities. Serves as liaison between Human Resources and other departments. Makes compensation recommendations to senior staff. Manage and direct Compensation Analyst.

Essential Functions:

- Develop and maintain training program for the transfer of knowledge to Compensation Analyst
- Develop, execute, and utilize audit reports and controls for compensation processes striving for zero errors and mitigate process corrections
- Utilizes PeopleSoft HRMS to oversee and, at times, perform the following:
 - Develop, modify, and run queries and reports to generate data for compensation planning and audits.
 - Assist in the review, testing and implementation of HRMS upgrades. Collaborates with functional and technical staff to coordinate application of upgrade or fix. Document processes.
 - Audit HRMS set-up tables.
 - Coordinates related system modifications related to new provisions within PRT policies or collective bargaining agreements.
 - Provides overall support by researching and resolving most complex compensation related issues
 - Maintain and process employee compensation, transfer, job title, bids, and other changes.
 - Creates and maintains job code and position information.

Job requirements include:

- High School diploma or GED.
- Bachelor's degree in human resources management, business administration or related field from an accredited college or university. Directly related experience may substitute for education on a year-for-year basis.
- Minimum of five (5) years of experience in the planning and administration of compensation programs. No certifications or licenses required.
- Minimum of two (2) years of supervisory / managerial experience.
- Advanced knowledge and understanding of state and federal wage, salary, and hour laws.
- Advanced experience in compensation analysis, job evaluation, and salary survey participation.
- Demonstrated ability in the use of Windows, and Microsoft Word, and Excel.
- Professional and effective communication skills.

Preferred attributes:

- Master's degree in business administration, human resources management, industrial relations, or directly related field from an accredited college or university.
- Certified Compensation Professional (CCP) designation and/or professional certification (SHRM, etc.)
- Training and experience in PeopleSoft Human Resources Management System (HRMS).



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Missy Ramsey
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
MRamsey@RidePRT.org
EOE