



Koff & Associates


A Gallagher Company

**Calling all HR professionals with experience
in classification and compensation analysis!**

**We're
hiring!**



**Join our team as a
Class & Comp Project Manager**



Koff & Associates is a **premier public sector Human Resources Services firm** specializing in designing classification and compensation systems, organizational development, and other custom services for the management of human resources.

We offer the ability to do **meaningful work** and make a **positive impact** public sector agencies and local communities. We are a learning organization, dedicated to creating opportunity for **professional growth, development, and career advancement.**

We have a **progressive culture** that **promotes work-life balance** by supporting **flexible work hours** and locations – including **remote work.**

Job Requirements

Demonstrated knowledge of the **principles, practices, and techniques** of **human resources administration**, including **classification** and **compensation.**

A commitment to **teamwork**, providing **top notch products**, and delivering **exceptional client service** - maintaining our **culture** and our **brand** is a **shared responsibility!**

Effectively **prioritizing tasks, managing** time and heavy workloads coupled with the ability to **learn** new industries and the K&A methodology **quickly**

Successful Candidate Responsibilities

Project Manager

- Responsible for managing all aspects of project lifecycles from contract execution to client delivery.
- Leads project teams.
- Manages projects independently.
- Ensures quality control of deliverables.
- Develops ongoing client relationships.
- Conducts strategic and implementation meetings with client stakeholder groups.
- Reviews and/or develops proposals.
- Participates in business development and prospective client interviews.
- Participates in project staffing/staff development.
- Leads/participates in continuous improvement process at the team and organizational level.

Competencies

Forward Thinking: Anticipate implications and consequences of situations and take appropriate action to be prepared for possible contingencies.

Written and Oral Communication: Express oneself clearly in interactions with others and in business writing.

Fostering Teamwork: Work cooperatively with others on a team.

Thoroughness: Ensure that one's own and others' work and information are complete and accurate; follow up with others to ensure that agreements and commitments have been fulfilled.

Technical Expertise: Principles, practices, and techniques of human resources administration, including classification and compensation.



Personal Credibility: Demonstrate concern that one be perceived as responsible, reliable, and trustworthy.

Diagnostic Information Gathering: Identify the information needed to clarify a situation.

Analytical Thinking: Tackle a problem by using a logical, systematic, sequential approach.

Managing Performance: Take responsibility for one's own performance.

Conceptual Thinking: Find effective solutions by taking a holistic, abstract, or theoretical perspective.

Empowering Others: Convey confidence in employees' ability to be successful.

Client Effectiveness: Be successful executing a project where project goals are accomplished and stakeholder satisfaction is achieved.

Minimum Qualifications

At least 5 years of professional analytical experience in classification and compensation, including at least 2 years of project management experience. Possession of a CCP and experience in a consulting role is preferred;

BS/BA degree in human resources, business or public administration, finance, accounting, or a related field. Master's degree is preferred.

Walk-on-water written and oral communication and computer skills; a customer-service orientation and "can-do" attitude.

Questions? recruiting@koffassociates.com

**CLICK HERE TO
APPLY!**