

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION - HR SYSTEMS AND OPERATIONS - LOCATION – 120 KING ST. W., 9th FLOOR)

COMPENSATION SPECIALIST

SUMMARY OF DUTIES

Reporting to the Director HR Systems and Operations, the Compensation Specialist is responsible for coordinating activities within the Compensation Section and administering various corporate salary administration and job evaluation systems ensuring compliance with the Pay Equity Act and Employment Standards Legislation. Researches, recommends and implements new compensation systems and related policies and procedures. Provides advice and consultation to management and employees on matters relating to salary administration, legislative compliance and job or organizational design. Provides direction to HR Business Analyst as required.

GENERAL DUTIES

Administers and coordinates job evaluation programs for non-union and union job evaluation programs.

Develops and recommends policies and procedures related to job evaluation and/or Pay Equity.

Provides advice and guidance to departments on a comprehensive range of human resource policies and practices relating to compensation, staffing issues, reporting relationships, organizational design and job description data.

Ensures the integrity of the job evaluation system as well as adherence to related Council approved policies and terms of reference.

Provides job analysis and classification recommendations based on established compensation theories and practices for union and non-union positions at all levels of the organization. Completes interim evaluations on new positions to determine the appropriate classification level.

Researches and analyzes duties and responsibilities, requirements and demands of all new positions within the organization, both union and non-union.

Prepares and delivers information sessions and training programs to members on job evaluation.

Coordinates the activities of the job evaluation committees in accordance with guidelines and ensures the timely assimilation of information for position evaluations and appeals and encourages a collaborative work environment for committee members.

Identifies bona fide occupational requirements for new and restructured positions and prepares job descriptions based on accurate duties and responsibilities.

Researches and attends committee meetings regarding classification issues and legislative changes.

Provides advice to departments in the preparation, investigation, analysis and development of job descriptions and tactfully follows-up and resolves of differences between incumbents, supervisors, department heads and members of the respective job evaluation committees.

Conducts and responds to major job related market surveys from other municipalities and organizations.

Remains aware of legislative changes within the classification field.

Designs various forms, formats and procedures relating to job analysis and job evaluation. Ensures records are maintained and updated on the City's Website.

Undertakes major job-related research including compensation practices, entitlements and benefits.

Coordinates and extracts statistical data relating to compensation issues.

Administers computerized job evaluation databases, job evaluation rating information and salary classification data.

Prepares reports and recommendations to Council on compensation and job evaluation practices.

Recommends revisions to Corporate policies pertaining to compensation practices, promotional formulas, job evaluation practices and other related human resource issues as required.

Maintains current knowledge of relevant Human Resources policies and legislation including Pay Equity, Employment Standards, wage settlements, benefit packages, Human Rights Code, and legislation and regulations pertinent to the operations of client departments.

Provides work related direction and guidance to the Compensation Assistant/Analyst.

Prepares complex compensation costings for Labour Relations, Senior Management Team and Council on new salary structures as required.

Researches and participates in the negotiation of job evaluation and pay equity plans.

Participates in grievances and other labour relation issues that pertain to classification issues.

Provides necessary information to provincially funded agencies regarding Pay Equity Proxy comparisons.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Considerable experience in Compensation Administration with major emphasis on Human Resources Management in a unionized public or private sector organization.
2. Thorough knowledge of compensation practices, job evaluation practices and working knowledge of HRMS Technology.
3. Experience in project management and planning related to compensation and job evaluation programs.
4. Proven consultation skills at all levels within the organization which demonstrates an ability to apply a broad perspective requiring an integrated knowledge of Human Resources Management, related disciplines and business processes.
5. A thorough knowledge of employment and related legislation (e.g. Pay Equity Act, Employment Standards Act, Human Rights Code, and legislation and regulations pertinent to client operations), contractual obligations and sound human resources practices.
6. Knowledge of relevant collective agreements.

7. Working knowledge of computer based applications in a Windows environment. Proficient knowledge of Microsoft Office XP, Microsoft Outlook, Word and database software. Advanced working knowledge of Excel with the ability to cost out complex costings for compensation related projects.
8. Well-developed research, reasoning, analytical and problem solving skills.
9. Demonstrated skills in data analysis, monitoring and evaluation.
10. Proven organizational skills, ability to manage multiple projects, and resolve problems in a multidisciplinary environment.
11. Professional, well-developed and highly effective written, verbal and interpersonal skills with an emphasis on customer service.
12. Must possess maturity, initiative, good judgment and ability to take leadership role.
13. Ability to exercise discretion, judgement and work with a degree of autonomy.
14. Productive in a team-based setting; self-directed to effectively manage multiple tasks and multiple deadlines.
15. Flexibility and workload management skills to effectively respond in a quick turnaround environment.
16. Human Resources designation (CHRP) would be considered an asset or equivalent combination of education and relevant work experience.