

JOB DESCRIPTION
MANAGEMENT EXCLUSION

1. Position No. 81523, 81825	2. Descriptive Working Title Compensation Advisor		3. Present Classification Excluded Management
4. Branch Human Resources	5. Department Compensation	6. Work Location Hybrid – Site Central	Date March 2019 Revised Nov 2021
7. Position No. of Supervisor 81481	8. Descriptive Work Title of Supervisor Director, Organizational Design & Compensation		9. Classification of Supervisor Excluded Management

POSITION SUMMARY

Reporting to the Director Organizational Design & Compensation, the Compensation Advisor is responsible for supporting the development and delivery of compensation services and programs. He/she/they conducts job evaluation, handles classification grievances, assists with annual salary review and adjustment process and completes external salary surveys.

MAJOR RESPONSIBILITIES

1. Provides strategic consultation and advice to senior managers in the Branches/business areas regarding allocation of job duties, preparation of job descriptions, interpretation of compensation policies and procedures and application of compensation language in the collective agreement.
2. Prepares job descriptions for both unionized and excluded positions. Establishes rates of pay for new and changed positions and processes salary changes in accordance with established salary administration practices. Works with senior management in determining changes to employee salaries related to changed job design, performance or general increases.
3. Handles issues arising from job evaluation including the initial stage of classification grievances and providing support for arbitration cases.
4. Establishes, maintains and updates tracking systems and procedures for compensation and classification activities.
5. Provides support in the annualized salary review, adjustment process and implementation of salary changes.
6. Working with the Director Organizational Design & Compensation, assists with the compensation data and cost analysis for all staff groups. Analyzes and summarizes information and provides recommendations for compensation decisions.
7. Participates in the development of training materials and delivery of compensation training programs for excluded and unionized staff.
8. Completes external salary and benefits surveys. Conducts analysis of survey results and prepares recommendation for the Director Organizational Design & Compensation.

9. Conducts research on best practices in compensation and benefits and provides recommendation in the development and improvement of total compensation policy and processes.
10. Identifies business requirements and opportunities for procedural improvements. Collaborates with HRIS technical staff in the development and implementation of compensation reports and processes.
11. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

This position reports to the Director, Organizational Design & Compensation.

No positions report to the Compensation Advisor.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree in Human Resources Management or relevant field

Considerable experience in job evaluation, program assessments and annual salary review process for a unionized organization

Or an equivalent combination of education, training and experience acceptable to the Employer

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Considerable knowledge and understanding of the principles, practices and standards of compensation, job evaluation, salary structures and salary administration

Considerable knowledge of employment related legislation

Ability to learn and understand the Commission's organization structure, its programs and operating practices

Ability to provide advice and guidance to senior managers across the organization

Ability to exercise discretion, tact, diplomacy and good judgement

Ability to plan, organize and prioritize in a fast-paced team environment, and manage multiple projects simultaneously

Ability to establish and build effective working relationships with all levels of staff

Ability to interpret, explain and apply procedures and policies

Proficient in the use of MS Office, including advanced skills in Word, Excel, Visio and PowerPoint

Excellent interpersonal and teamwork skills

Excellent written and oral communication skills

Excellent analytical and problem-solving skills