

1. Position No. TBA	2. Descriptive Working Title Compensation Assistant		3. Present Classification Excluded Support
4. Branch Human Resources	5. Department Organizational Design & Compensation	6. Proposed Classification	Date October 2020
7. Position No. of Supervisor 81481	8. Descriptive Work Title of Supervisor Director, Org Design and Compensation		9. Classification of Supervisor Excluded Mgmt

## SCOPE OF THE ORGANIZATION

The British Columbia Housing Management Commission (BC Housing) is a crown agency of the provincial government and is responsible for providing a range of housing programs for British Columbians. BC Housing, together with its partners, works across the housing continuum to: ensure the most vulnerable have housing and support options that provide stability and maximize independence; increase the supply of affordable and supported housing options for people with low and moderate incomes; administer rent assistance programs; oversee the management of provincial housing properties and programs; support strong non-profit and Indigenous housing sectors; and provide a licensing system in which residential builders achieve a high bar of professionalism. BC Housing has an annual budget of \$1.45 billion in 2019/20 and assists more than 110,400 households in over 300 communities throughout the province. BC Housing seeks sustainable housing solutions that are supported by excellence in service delivery and research, and that take into account social, financial and environmental impacts.

Human Resources leads the development and implementation of human resources and employee relations strategies, plans and programs to attract, engage, motivate and retain employees in support of the Commission's goals and objectives. The Branch provides leadership to the CEO and Executive regarding the incorporation of HR strategies into business planning and operations and provides advice in the management and resolution of human resources issues. The Branch is responsible for strategic HR planning, organizational development, employee engagement, performance management and coaching, and the full range of human resources services including policy development and implementation, recruitment, employee relations, organizational design and compensation, occupational health and safety, and wellness, reward and recognition programs. The Branch negotiates collective agreements with the unions, manages union/management relationships and issues, and represents the Commission in arbitration, grievance and appeal hearings. The Branch is also responsible for payroll and leave administration and HRIS management, operations and reporting.

## POSITION SUMMARY

Reporting to the Director, Organizational Design & Compensation, the Compensation Assistant is responsible for providing administrative support for Compensation related activities. He/she/they assists in the development and preparation of job descriptions. The position works closely with the Compensation team members to determine appropriate classification for positions. The incumbent of the position assists in the completion of salary surveys, conducts research and compiles information on emerging compensation trends and best practices and participates in various compensation initiatives.

## MAJOR RESPONSIBILITIES

1. Assists in the development and preparation of job descriptions, organizational charts and other materials to describe positions and job duties performed by employees.
2. Works closely with Compensation team members to determine appropriate classification for positions.

3. Provides advice and guidance to senior managers across the organization regarding the application of compensation policies and procedures and application of compensation language in the collective agreement.
4. Provides administrative support for all Compensation related activities.
5. Enters information and maintains data integrity in the HRIS related to position and job information, job evaluation changes and other information pertinent to compensation activities. Collaborates with other internal staff to troubleshoot and resolve issues.
6. Provides support in compensation programs by ensuring accuracy and completeness of performance review and related data.
7. Assists in the completion of external salary and benefits surveys by collecting and compiling required data.
8. Conducts research and compiles information on emerging trends and best practices related to compensation and classification.
9. Collaborates and provides recommendations on compensation initiatives.
10. 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**

The Compensation Assistant reports to the Director, Organizational Design and Compensation.

No positions report to the Compensation Assistant.

## **QUALIFICATIONS**

### **Education, Experience and Occupational Certification**

Diploma in Human Resources Management or related discipline.

Some experience in job analysis and compensation administration.

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
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- Basic knowledge of principles, practices and standards of compensation, job evaluation and salary administration
  - Strong organizational and time management skills
  - Strong written and verbal communication skills
  - Strong analytical and problem-solving skills
  - Ability to conduct job evaluations and job design
  - Ability to research, analyze and present data
  - Ability to work collaboratively in a team and independently with minimal supervision
  - Ability to exercise discretion, tact, diplomacy and good judgment
  - Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Visio)