

1. Position No. 81818	2. Descriptive Working Title Compensation Assistant		3. Present Classification Excluded Support
4. Branch Human Resources	5. Department Organizational Design & Compensation	6. Work Location Hybrid – Site Central	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

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)