



Job Profile

Compensation and Benefits Analyst

TITLE: COMPENSATION AND BENEFITS ANALYST

DEPARTMENT: HUMAN RESOURCES

DIVISION: OFFICE OF THE CAO

PURPOSE OF JOB:

Reporting to the Manager of Human Resources, the position of Compensation and Benefits Analyst is responsible for providing first level service to the Corporation with respect to the delivery of a compensation and benefit program, as well as the employee recognition program.

This position will be responsible to coordinate and maintain a Compensation and Benefits Program, including the administration and management of all related programs including Job Evaluation, Pay Equity, and Salary Administration. In addition, this position will be responsible to research, design, implement, administer, and support the development of comprehensive employee programs such as but not limited to Employee and Family Assistance Program (EFAP), Employee Recognition, OMERS Pension Plan, Employee Benefits Program, and Employee Wellness.

REPORTS TO: MANAGER OF HUMAN RESOURCES

MAIN RESPONSIBILITIES:

Compensation & Benefits

- Provide guidance to all internal stakeholders regarding compensation and insured benefits policies and procedures;
- Continually review and analyze current compensation & benefit programs and processes and make recommendations for program/process improvements;
- Document and maintain compensation & benefits policies, procedures, guidelines and practices in a clear and concise format that is readily accessible to all employee levels, if required;
- Coordinate the administration of annual compensation reviews and variable pay processes for non union positions;
- Update and maintain job evaluation tools and job documentation for both non-union and unionized positions;
- Coordinate the creation of new or amended job descriptions and job evaluation requests;
- Administer compensation and incentive policies, procedures, practices, and programs, with a strong customer service focus supporting managers compensation needs;
- Ensure consistent application of Compensation and Benefit processes, draft responses to employee enquiries, propose solutions and seek guidance where required;
- Draft & deploy employee communications and assist in overall Compensation and Benefits planning and design;
- Benchmark Compensation and Benefits best practices; identify industry and employment trends and maintain awareness of legislative changes;
- Ensure compensation & benefit programs are in compliance with current legislation (i.e. Pay Equity, Employment Standards Act, Human Rights, etc.)
- Coordinate, monitor, and review Pay Equity legislation requirements for all staff;
- Participate in external market surveys to ensure overall competitiveness of compensation programs;
- Work with other municipalities to share information;

- Administration of the OMERS pension plan, including member registration, termination, updates, as well as the annual reconciliation process;
- Administration of the Industrial Alliance benefits program, including member registration, termination and updates; and
- Provide input to the annual budgeting and monthly forecasting process to ensure sufficient funding is available.

Employee Programs

- Research best practices and develop, implement and administer new or improved programs relating to employee health, wellness, recognition, perks and corporate learning to enhance employee engagement across the Corporation to promote a healthy and respectful work environment;
- Draft various employee and management communication materials, guidelines, and policies in regards to employee programs;
- Liaise with the EFAP service provider on sourcing and implementing corporate wellness initiatives;
- Administer the staff rewards and recognition program including recognition of service milestones, retirements and performance awards;
- Coordinate and organize the staff recognition committee for recognition and performance awards, including the monitoring, coordination, and execution of nominations linked to the performance awards;
- Creation and coordination of an informal recognition and staff appreciation program, including research into best practices and promotion of the program throughout the Corporation;
- Research opportunities and provide recommendations on internal employee discounts;
- Work to provide training and learning opportunities for staff in regards to wellness, health, and self-care;
- Participate in the development of a network of peers with the broader public, municipal and private sectors to share best practices;
- Run reports and metrics on staff programs and the utilization of those programs; and
- Provide input to the annual budgeting and monthly forecasting process to ensure sufficient funding is available to meet defined and ad hoc requests related to employee programs.

SUPERVISION:

Direct: None.

Indirect: None.

EDUCATION & EXPERIENCE REQUIRED:

- Successful completion of a relevant post-secondary education in Human Resources Management, or related field;
- Certified Human Resources Leader (CHRL) designation, or in the process of obtaining is an asset;
- A minimum of three (3) years progressive compensation, benefits, or employee programs experience, preferably in a unionized environment;
- Good knowledge of relevant employment-related legislation including the Employment Standards Act, Ontario Human Rights Code, the Workplace Safety and Insurance Act, Pay Equity Act (Ontario) and relevant sections of the Collective Agreement;
- Knowledge of job evaluation methodologies, ability to create job descriptions and ability to



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- evaluate union and non-union roles as required, subject to approval;
- Excellent analytical, planning and organization skills and ability to multi-task on concurrent projects with competing priorities;
 - Excellent communication skills (written and oral), combined with demonstrated tact, diplomacy, and a proven ability to maintain sensitive and confidential information;
 - A high degree of conscientiousness and strong sense of responsibility and service orientation;
 - Self-motivated, proactive, flexible and able to work in a changing work environment;
 - Advanced knowledge of Microsoft Office suite of applications including Word, Excel and PowerPoint;
 - Demonstrated facilitation, negotiation and presentation skills.
 - Demonstrated and excellent organization, time management and planning skills.
 - Valid Class G2/G Driver Licence with a satisfactory drivers record as deemed by the corporation and access to a reliable vehicle for work is required;
 - Must obtain a Satisfactory Criminal Record Check upon employment; and
 - Must possess valid Standard First Aid Level A or must obtain within 60 days of hire.

WORKING CONDITIONS:

- Hours of work are Monday to Friday 8:30AM to 4:30PM (35 hours/week).
- Some travel required.
- This position may be required to work evenings, weekends and respond outside normal working hours as required.
- This position is governed by the Town of Cobourg Non-Union Policies and Procedures.

WORKING RELATIONSHIPS:

This position will maintain positive relationships with numerous municipalities and their Human Resources departments. It will communicate with various departments within the Corporation and their managers to obtain or forward employee information. It will also maintain a high degree of confidentiality due to nature of responsibilities and reporting structure. This position will require a positive working relationship with all Unions, Association Members and Non-Union Employees.

This position will be required to provide ongoing communication with benefit carriers and outside agencies in order to establish best practices and to provide the best possible programs and services for all staff.

Manager Signature

Date

CAO Approval Signature

Date

Original: March 2022

Revised: