



## **Compensation and Benefits Specialist (2 Year Contract)** **Corporate Services Department**

### **Join our team as a Compensation and Benefits Specialist**

We are seeking a Compensation and Benefits Specialist to play a pivotal role in shaping a workplace where Investing in People has been identified as a strategic priority. Reporting to the Director, Human Resources, this new position will provide technical and analytical support in the application and administration of compensation, benefits and overall Total Rewards program. Responsibilities include overseeing the job evaluation process and providing research, analysis, design and policy recommendations with respect to the Town's Total Rewards program.

### **Key Responsibilities Include:**

#### **Compensation and Benefits**

- Maintaining all pay structures and multiple benefit plans ensuring alignment with policies and collective agreements/legislative compliance; includes the coordination, calculation and administration of compensation adjustments
- Responsibility for the overall administration of employee benefits throughout the employee life-cycle
- Monitoring benefit plan data and costs; making recommendations regarding program design and identifying cost containment opportunities
- Providing advice on policy interpretation related to compensation and benefits that supports equitable application and effective recruitment/promotional practices
- Acting as a subject matter expert and resource for benefit and pension related inquiries; responding to benefit inquiries and investigating issues with third-party consultant or benefit providers as required
- Maintaining compensation and benefit related files and functionality within the Town's HRIS, ensuring accuracy and integrity of data
- Conducting research and performing analysis to support collective bargaining and compensation/benefits decision making
- Regularly reviewing compensation and benefit related policies and monitoring external trends/legislation changes and changes to benefit and pension provider policies and procedures

#### **Job Evaluation**

- In collaboration with HR Business Partners, coordinates and leads the activities related to the job evaluation process
- Liaising with and reviewing third-party job evaluation results, ensuring internal equity and market competitiveness
- Providing advice and consultation on job design and maintaining job descriptions, including supporting the development of new or revised job descriptions, and maintaining job profiles and job families

#### **Total Rewards and Reporting**

- Reviewing and analyzing the effectiveness of the Total Rewards program, including but not limited to compensation, benefits and recognition programs, providing balanced recommendations
- Overseeing Employee Recognition Programs and assisting in the review or development of recognition and rewards programs
- Developing and maintaining reports, and analyzing data to monitor the effectiveness of programs

#### **Skills and Qualifications**

- Post-secondary diploma/degree in Business, Human Resources, Accounting or other relevant area of study
- Minimum of three (3) years of relevant Human Resources experience, including experience in administering compensation and benefit programs; experience in job design/analysis or job evaluation is an asset

- Certification in compensation and benefits (CCP) or Certified Human Resources Professional (CHRP) designation is an asset
- Highly developed analytical skills, excellent customer service and communication skills, discretion, tact, and attention to detail are essential to being successful in this role
- Knowledge of applicable employment legislation and advanced Excel skills is required
- HRIS administration experience is preferred

### **What We Offer**

This 2-year contract position is eligible for the following:

- Annual Salary Range: \$82,755 - \$103,443 (based on a 35-hour work week)
- Payment in Lieu of Benefits and eligibility to participate in the OMERS pension plan
- Paid time-off (vacation and incidental time)
- Hybrid work environment and flexible work arrangements, including eligibility to participate in the Town's compressed work-week program.

### **About Milton**

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for [Milton 2051](#): a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

Please apply to:

<https://milton.wd10.myworkdayjobs.com/en-US/TownOfMilton/job/Compensation-and-Benefits-Specialist--2-Year-Contract-JR24-35>

Deadline: 11:59 pm on Monday, February 26, 2024.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.