

The City of Fort Saskatchewan is seeking an enthusiastic, detailed oriented, positive individual to join our People Services Team. Reporting to the Director, People Services, the Classification, Compensation and Recruitment Advisor is responsible for providing subject matter expertise and advice on all processes and procedures related to classification, compensation, and recruitment of all City positions. This position supports the Director, assumes acting responsibilities, and takes on projects as assigned by the Director.

Some specific accountabilities for this position include:

- Completion of all position classifications, re-classifications and rendering decisions based on information generated.
- Conducts job analysis for positions, including interviewing employees and supervisors and analyzes job class specifications.
- Supports managers and supervisors in evaluating and developing job descriptions.
- Maintains up-to-date records of job descriptions, job classifications and job evaluation results.
- Provides advice and recommendations in areas of restructuring and reorganization, and on matters that affect job design, compensation, and organizational change.
- Responsible for completion and analysis of relevant compensation market surveys. Conducts job comparison research for individual positions or groups of positions, for Non-Union and Union positions.
- Conducts research and analyses compensation data and trends. Analyze data generated and provide information to Director for updates to the compensation strategy for future planning.
- Support collective bargaining by providing research, analysis, recommendations, and advice based on classification and compensation related data.
- Responsible for overseeing the hiring process, updating practices and procedures, and providing supervision to the Recruitment Team.
- Provide recruitment back up support to the Recruitment Specialist when needed, as well as assist with the Recruit Files during busy times.
- Work with Recruitment Specialists to plan, develop, and implement recruitment strategies.

The successful candidate will have completed a post-secondary Diploma or a Degree in Human Resources Management. A minimum of five years' related experience working in Human Resources is required. A professional designation of CPHR (Chartered Professional in Human Resources), RPR (Registered Professional Recruiter) is desired. Experience in a Municipal setting is considered an asset. Independent decision-making experience with excellent analytical and organizations skills related to Classification, Compensation and Recruitment is essential.

A minimum of three (3) years supervisory experience with superior coaching and problem-solving skills is required. The Classification, Compensation and Recruitment Advisor will have well-developed interpersonal and communication skills (both written and verbal) to deal effectively and in a friendly professional manner with all. The ideal candidate will be dedicated to delivering superior customer service and will thrive in a fast paced, high volume and multi-task work environment. The incumbent will be expected to maintain current knowledge of classification and compensation methodologies and principals, Human Resources best practices, Human Rights Legislation and Employment Standards Legislation.

Hours of Work: 37.5 per week; Monday to Friday

The City of Fort Saskatchewan offers a salary range of \$92,040.00 to \$108,283.50 per annum. Qualified applicants are invited to apply in confidence no later than **August 19, 2024**, through the Career Portal on the City's website at www.foortsask.ca.



Take your Career in the Right Direction

Fort Saskatchewan, home to nearly 30,000 people, is a vibrant economic and cultural hub located in Treaty 6 Territory and Métis Nation of Alberta District 11, just 15 minutes northeast of Edmonton. The City of Fort Saskatchewan proudly manages recreation, culture and historic amenities including a performing arts theatre and a fitness centre within the Dow Centennial Centre and the historic 1875 – 1885 NWMP Fort Representation in the heart of downtown. Located on the banks of the North Saskatchewan River, Fort Saskatchewan boasts more than 80 km of paved trails along with many natural areas for residents to explore. As a City, we believe in diversity and inclusion and are working toward creating a city where all residents are respected and have a sense of belonging.

The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted