

Job Title: Analyst, Compensation

Requisition ID: 2884

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Department/ Branch: People Services, Total Rewards

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 12/10/2024

Closing Date (dd/mm/yyyy): 27/10/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Compensation Analyst will play a critical role in supporting the design, implementation, communication, and management of compensation programs, while also providing specialized expertise in job evaluation and job documentation. This position will be essential in executing compensation initiatives and providing support to the organization on compensation-related matters. In close partnership with the Coordinator, Compensation, this role is responsible for:

System Management: Lead Compensation and Performance Management modules in SuccessFactors. Collaborate with cross-functional teams to configure the system and ensure a smooth deployment. Participate in user acceptance testing, integration testing, and business process analysis. Ensure seamless integration of the compensation module with ECC SAP. Troubleshoot and audit system processes and data to maintain data quality and integrity. Identify and escalate system issues when necessary. Perform testing for system upgrades and work closely with the HR Analyst to diagnose deficiencies and implement solutions.

Process Development: Conduct thorough research, analysis, reporting, and forecasting related to compensation programs. Analyze economic indicators, market data, and trends to ensure external competitiveness. Assist in developing and implementing compensation strategies, tools, and administrative guidelines based on industry best practices to drive continuous improvement. Contribute to job evaluation processes, salary surveys, and total rewards costing. Lead the submission of compensation surveys and participate in salary benchmarking studies to assess the competitiveness of compensation programs, providing recommendations for adjustments as needed. Support job architecture initiatives by creating and maintaining job descriptions for various job families and career paths. Lead and support the annual performance management program, ensuring alignment with organizational goals and compensation strategies.

Advisory Role: Serve as a departmental advisor, providing technical and functional expertise on total rewards and compensation policies, procedures, program implementation, and relevant legislation to staff at all levels. Guides the application of collective agreements related to compensation programs. Conducts audits of total rewards programs to ensure they are consistent, legally compliant, and aligned with best practices, organizational policies, and precedents. Serves as a subject matter expert in cross-functional and HR initiatives. Provide compensation recommendations (e.g., for new hires, promotions, demotions, acting roles, ad hoc increases) to maintain internal equity and adherence to policy. Conduct job evaluations and market pricing for new positions and/or materially changed jobs.

Service Delivery: Provide guidance to supervisors and managers on compensation matters. Develop and maintain competitive compensation policies, practices, and programs aligned with the organization's compensation philosophy. Ensure job information is accurate and aligned with current and future business and system requirements. Provide compensation and total rewards expertise in support of labor negotiations. Oversee the maintenance of job classification systems and wage/salary structures, ensuring adherence to job description development and evaluation processes. Respond to HR inquiries and redirect them as appropriate.

SKILLS REQUIREMENTS:

- Experience with SuccessFactors compensation module or similar HRIS platforms.
- Excellent analytical and communication skills, with the ability to interpret complex data to make informed decisions on total rewards strategies and effectively communicate outcomes.
- Strong adaptability to evolving business needs, with a proven track record of flexibility and agility.
- Exceptional communication and interpersonal skills, enabling the development of strong relationships and effective collaboration across all levels of the organization.
- Solid understanding of compensation principles, program design and processes.
- Proven expertise advising business leaders and people stakeholders on a variety of complex compensation matters.
- Discretion in dealing with confidential and sensitive information.
- Highly skilled in human resources systems and applications, with advanced expertise in data analysis and the creation of ad hoc reports. Demonstrates strong analytical capabilities and advanced proficiency in both Microsoft Excel and SAP.

EDUCATION:

- A degree in Human Resources, Finance, or Business is required.
- Chartered Professional in Human Resources (CPHR) and Certified Compensation Professional (CCP) designation are assets.
- Equivalent education and experience may be considered.

EXPERIENCE:

- A minimum of five (5) years' experience in a Human Resources environment or relevant experience with a focus in compensation and benefits or related data analysis.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors, and the public.

**Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**