



Make working for  
The City work for you.



## Benefit Pay Administrator

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.calgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Benefit Pay Administrator, expect a fast paced complex work environment where you will be responsible for carrying out the provisions of the salary continuance plans for Sickness & Accident (S&A), Workers' Compensation Board (WCB), and Long Term Disability (LTD), in accordance with The Municipal Employees Benefits Association of Calgary (MEBAC) and International Association of Firefighters (IAFF) benefits agreements, WCB policies and procedures, Employment Insurance (EI) provisions and pension plan provisions. You will be responsible for paying disability benefits and handling payroll and benefits administration for eligible employees. Primary duties include:

- Initiate changes to employees on the payroll system to reflect changes in LTD status based on claim approval by the insurance company.
- Prepare LTD documentation and coordinate deductions and payments from all sources after 119 days of disability when entitlements are payable by Canada Life/Sun Life, Business Unit and/or WCB.
- Provide information and advice for employees and other departments on MEBAC and union agreements regarding complex claims on benefit eligibility, status of benefits, coverage and benefit premiums for all plans.
- Ensure mandatory deductions are properly calculated.
- Reconcile pension contributions based on participation policy.
- Audit using various reports to ensure information is remitted accurately to providers.
- Manage time sensitive communications from multiple sources.

### Qualifications

- A High School diploma or equivalency (e.g. GED), and the following job-related course work from the National Payroll Institute (NPI):
  - Payroll Compliance Legislation
  - Payroll Fundamentals Level 1
- At least 3 years of experience in payroll, benefits administration, or pension administration.
- Knowledge of PeopleSoft or an equivalent Human Capital Management (HCM) system is required.
- Intermediate level of proficiency using Microsoft Office (Word, Excel, and Outlook).
- The Payroll Compliance Practitioner (PCP) designation will be considered an asset.
- Previous payroll experience, understanding of WCB policies, and previous work experience in a unionized environment will be considered assets.
- Proficiency with interpretation and application of policies and/or legislation is preferred.
- Strong organizational, analytical, and problem solving skills, attention to detail, the ability to interpret and communicate policies, the ability to work in a fast-paced environment, as well as excellent communication and customer service skills.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38  
Position Type: 2 Temporary (up to 22 months)  
Compensation: Pay Grade 8 \$36.58 – 48.91 per hour  
(2024 Rates)  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Human Resources  
Location: 800 Macleod Trail SE  
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.  
Apply By: November 6, 2024  
Job ID #: 310754

Apply online at [www.calgary.ca/careers](https://www.calgary.ca/careers)