

## Job Title: Coordinator, Compensation

**Requisition ID:** 3148

**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

**Department/ Branch:** People Services, Total Rewards

**Job Location:** Fort McMurray

**Salary:** Competitive Salary

**COLA:** Bi-Weekly - \$480

**Posted (dd/mm/yyyy):**23/11/2024

**Closing Date (dd/mm/yyyy):** 08/12/2024

**Posting Type:** Internal and External

### GENERAL DESCRIPTION:

The Coordinator, Compensation is responsible for providing coordination of compensation programs and other supporting programs in the Compensation, Benefits and Payroll Branch of Human Resources. This position will coordinate the development and evaluation of job descriptions and ensures other compensation projects and programs are coordinated and administered as per the established policies, procedures, and guidelines.

Primary responsibilities of this position include:

**Departmental Administration:** Responds to employee inquiries and requests for information. Manages the Compensation inbox. Coordinates project administration work. Coordinates and tracks policy and procedure work. Assists with research, development and implementation of departmental strategies, tools, and administrative directives. Conducts compensation research and completes compensation surveys as required.

**Departmental Coordination:** Develops and revises job descriptions in collaboration with departmental management to align with organization requirements. Coordinates processes for job evaluation and participates as a rating committee member. Drafts employee compensation letters and ensures proper documentation and appropriate administrative processes are followed. Reviews changes that will impact job classification and provides salary recommendations in accordance to the Exempt Compensation Plan and under guidance of the Manager. Develops, researches, compiles, tracks, and assembles data and information for branch programs, procedures, and reports. Reviews weekly Staffing Change Business Cases from a compensation perspective. Confirms labour cost assumptions and assesses and notates compensation impacts.

**Program Coordination:** Works to ensure consistency and legislative compliance in the administration of compensation related programs. Escalates any deviations to the Manager as required. Provides coordination support for annual compensation adjustments through the Performance Management Program. Assists with the coordination of the Home Equity Program, MuniSERP, acting pay and other programs when required. Assists with the year end and audit processes for Home Equity. Provides audit support to the payroll, benefits, and compensation work units when required.

### SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Knowledge of compensation disciplines and general math and numeracy skills.
- Ability to investigate and analyze information from various sources, identifying issues and problems.
- Highly proficient in various human resources applications and software including the ability to prepare ad hoc reports using Microsoft Excel and SAP.
- Excellent customer service skills and maintains a high level of professionalism.
- Written and verbal communication skills. Clarifies information as needed and conveys information in a clear and concise manner.

- Sound judgment and the proven ability to be discreet, keep all information and documentation strictly confidential, and respectfully and sensitively resolve issues.
- Ability to effectively interact with internal and external clients and stakeholders at all levels, including but not limited to leadership, union executives and committee members, contractors and other municipalities.
- Demonstrated ability to work within a team environment.
- Ability to organize workload, set priorities and work within tight deadlines without being prompted. Must be able to perform in a fast-paced environment.

**EDUCATION:**

- Diploma in Human Resources or Business Administration is required.
- An equivalent combination of education and work experience may be considered.

**EXPERIENCE:**

- A minimum of three (3) years of experience in a Human Resources environment, including experience in compensation, project coordination and program administration is required.
- Highly proficient working in Microsoft Excel.
- Experience working in a public-sector environment with unionized and non-unionized employees considered an asset.

**OTHER REQUIREMENTS:**

Submission of a Criminal Record Check is required.

**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.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)  
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.**